



# Employee Handbook

10/18/2022



# **ABOUT THIS HANDBOOK/DISCLAIMER**

This handbook was prepared to help employees find the answers to many questions that they may have regarding their employment with Benedictine University. Please take the necessary time to read it.

The contents of this handbook are intended to provide you with an overview of the policies, procedures, and rules for employees of Benedictine University. It is not possible for this handbook to address every situation that may arise or to provide information that answers every possible question. In addition, circumstances will require changes to our offerings, policies, procedures, and rules from time to time. For these reasons, Benedictine University reserves the right to change any of its offerings, policies, procedures, or rules at any time, with or without notice, with the exception of the at-will employment policy summarized below.

Your employment is at-will, unless there is a written agreement to the contrary signed by the President of the University. The at-will employment policy means that, in the absence of such an agreement, either you or Benedictine University may terminate your employment at any time, with or without cause, and with or without advance notice.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. Benedictine University adheres to the policy of employment at-will, which permits Benedictine University or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No Benedictine University representative other than the President may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Many matters covered by this handbook are also described in separate Benedictine University documents. These Benedictine University documents are always controlling over any statement made in this handbook or by any member of management.

This supersedes all prior handbooks.

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## **Section 1 - GOVERNING PRINCIPLES OF EMPLOYMENT**

### **1-1. INTRODUCTION**

#### **Welcome to Benedictine University**

For employees who are commencing employment with Benedictine University, let me extend a warm and sincere welcome. You will soon discover how very special our University truly is. We look forward to your many contributions.

For employees who have been with us, thank you for your continued service and dedication to the importance of higher education.

Benedictine University began in 1887 when some very strong, dedicated Benedictine monks bought a farm and began to build the first St. Procopius College, which became Illinois Benedictine College, and then grew into Benedictine University.

You are now part of a dedicated group of employees who work hard to sustain the goals of those early monks. The number of employees has grown as the University has grown, and we need you to help us continue with your dedication and zeal.

Benedictine students are from all walks of life, cultures, races, and religious affiliations. Our Benedictine Heritage teaches us that God comes to us in the stranger. In welcoming all, we welcome God into our presence. We are a diverse and thereby a rich community. We invite you to help us grow and nurture this diversity by becoming a welcoming member of the community.

I extend my personal best wishes for success and happiness here at Benedictine University. We understand that it is our employees who provide the services that our students and community rely upon, and who will enable us to create new opportunities in the years to come.

Charles W. Gregory, President

## **1-2. EQUAL EMPLOYMENT OPPORTUNITY**

Benedictine University is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. The laws applicable to Benedictine University include constitutional and statutory protection of the university's rights as a religiously sponsored institution. This policy of equal employment opportunity applies to all employment and personnel practices including, but not limited to, recruiting, hiring, promotion, training, benefits, compensation and separations.

Benedictine University will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's: physical or mental disability; sincerely held religious beliefs and practices; and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon Benedictine University's business operations.

Any applicant or employee may request reasonable accommodation to assist them in performing the essential functions of the job. Requests should be made to the employee's supervisor, who should contact Human Resources. Employees should specify the need for the accommodation and/or the requested accommodation and submit supporting documentation. Even though the employee provides input concerning the accommodation process, Benedictine University will determine what constitutes a reasonable accommodation on a case by case basis and reserves the right to request additional independent medical examinations, evaluations or other appropriate information at the university's expense.

The employee will be notified of Benedictine University's decision regarding the request within a reasonable period. Benedictine University treats all medical information submitted as part of the accommodation process in a confidential manner.

## **1-3. INSTITUTIONAL MISSION, VISION AND COMMITMENT**

### **Mission**

Benedictine University is an inclusive academic community dedicated to teaching and learning, scholarship and service, truth and justice, as inspired by the Catholic intellectual tradition, the social teaching of the Church, and the principles of wisdom in the *Rule of St. Benedict*.

### **Vision**

Benedictine University aspires to be a thought leader in Catholic higher education. We seek to provide a transformative and integrative educational experience grounded in Benedictine values, helping students shape lives of meaning and purpose as engaged citizens who care for the earth, welcome people of diverse faiths and cultures, and promote the common good.

### **Commitment**

Benedictine University's mission and vision reflect its Catholic and Benedictine identity, providing continuity with the past and a direction for the future.

In 1887 the monks of St. Procopius Abbey founded Benedictine University. They have been active sponsors of the institution throughout its history, first as St. Procopius College, later as Illinois Benedictine College, and today as Benedictine University. The monks base their lives on the *Rule of St. Benedict*, written in the sixth century. They share the Benedictine charism with all who embrace the University's Catholic and Benedictine mission.

Education at Benedictine University is rooted in values lived by Benedictine monks and sisters. These values are conveyed by the "Ten Benedictine Hallmarks" as formulated by the Association of Benedictine Colleges and Universities:

- love of Christ and neighbor;
- prayer: a life marked by liturgy, *lectio* and mindfulness;
- stability: commitment to the daily life of this place, its heritage and tradition;
- *conversatio*: the way of formation and transformation;
- obedience: a commitment to listening and consequent action;
- discipline: a way toward learning and freedom;
- humility: knowledge of self in relation to God, others and creation;
- stewardship: responsible use of creation, culture and the arts;
- hospitality: openness to the other; and
- community: call to serve the common good.

Inspired by these hallmarks, and convinced of the harmony of faith and reason, Benedictine University cultivates virtues of intellect and character, encouraging people to study, listen, and engage the ideas of a variety of persons, cultures, and disciplines, while imparting "the love of learning and the desire for God" to guide a lifelong pursuit of knowledge and wisdom.

As a Catholic University, we are guided by the academic ideals presented in the Apostolic Constitution on Catholic Universities *Ex Corde Ecclesiae*, including:

- a Christian inspiration not only of individuals but of the university community as such;
- a continuing reflection in light of the Catholic faith upon the growing treasury of human knowledge, to which we seek to contribute by our own research;
- fidelity to the Christian message as it comes to us through the Church; and
- an institutional commitment to the service of the people of God and of the human family in their pilgrimage to the transcendent goal which gives meaning to life.

The University's curriculum, policies and activities draw on the wisdom of the Church regarding ways to build a just society and live lives of holiness in the modern world. To that end, the University engages key themes of modern Catholic Social Teaching identified by the United States Conference of Catholic Bishops:

- life and dignity of the human person;
- call to family, community, and participation;
- rights and responsibilities;
- option for the poor and vulnerable;
- the dignity of work and the rights of workers;
- solidarity; and



- care for God's creation.
- As a member of the Association of Benedictine Colleges and Universities, Benedictine University is committed to academic and professional excellence. We strive to promote the common good and to assist individuals to lead lives of balance, generosity, and integrity. We reflect upon Gospel values as interpreted by the *Rule of St. Benedict* and therefore take seriously:
  - the primacy of God and the things of God;
  - reverent listening for the varied ways in which God is revealed;
  - the formation of community built on respect for individual persons who are each regarded as Christ himself;
  - the development of a profound awareness of the meaning of one's existence; and
  - the exercise of good stewardship.

**MOTTO --** *Ut in omnibus glorificetur Deus* - That in all things God may be glorified.

## **1-4. EMPLOYMENT AT WILL**

Your employment with Benedictine University is on an at-will basis. As an employee of the university, you have the right to terminate your employment at any time. The university retains this same right and may terminate your employment at any time, for any reason that is not in violation of state or federal law.

No supervisor, other employee, or representative of Benedictine University has the authority to change the at-will status or employment except for the President of the University in a written agreement signed by him/her. Any verbal promises or written contracts of employment from any other person for a definite period of time or statement which are contrary to the at-will status are not binding upon Benedictine University.

## **1-5. HUMAN RESOURCES**

### **Office of Human Resources - Here to Serve YOU**

In the pages that follow, we invite you to explore all of the resources and opportunities that Benedictine University has to offer. We encourage you to review information and guidance that is essential to your employment. Should you have any questions, the Office of Human Resources will be more than happy to assist you.

The role of Human Resources is to guide you throughout your employment, from essential functions of employment, benefits, performance management, work-life balance and professional training. We encourage you to make the most of your employment, and know that whether your role involves working directly with our students or operation aspects of administration, the way in which you serve our students will make a difference in their experience at Benedictine University.

Please use this handbook as a guide, use your supervisor as a resource and visit Human Resources at any time.

The Office of Human Resources continues to improve its services and programs in an effort to serve the

University community even more effectively. We are YOUR Human Resources department, working to meet your employment needs. So, if you have questions, concerns, ideas or need help, contact a member of the Human Resources team - we're here to assist you in any way we can.

## **1-6. OUR PLEDGE TO EMPLOYEES**

We pledge to:

- Treat employees with dignity, respect, and fairness;
- Provide qualified individuals equal opportunities for advancement;
- Encourage personal involvement and growth within the institution and the community; and
- Maintain a clean and safe work environment.

## **1-7. OUR EXPECTATION OF EMPLOYEES**

Benedictine University expects all employees to act professionally at all times in the workplace and when representing the university. If we are to succeed in this competitive marketplace, we must constantly strive to be the best we can be.

- Display respect for yourself and others;
- Promote a positive image of yourself and Benedictine University;
- Take responsibility for knowing your top job priorities;
- Consider how you, personally, can exceed your institutional expectations;
- Concentrate on the results that count the most;
- Make a difference - so that something very important would be missing if you left;
- Practice continuous improvement (the relentless quest for a better way);
- Perform all responsibilities with the highest degree of ethical behavior
- Assume ownership of problems; and
- Embrace change.

We share the responsibility for our success. Meet the challenge!

## **1-8. OPEN DOOR POLICY**

Our students rely on us to communicate effectively with them. Benedictine University relies on faculty and staff to work together to deliver quality services to our customers and to make Benedictine University the best possible. It is the commitment of its employees working together that give Benedictine University its advantage in an increasingly competitive marketplace.

Some of the best ideas for improving services to our students and enhancing the growth and development of Benedictine University come from you and your co-workers. We want to know about your ideas and recommendations for making Benedictine University the best it can be - both for students and for employees.

We also understand that from time to time problems will occur in your job, your work, or your relationships at work. A buildup of unspoken or unanswered complaints can result in disappointment and interfere with our success. When you cannot resolve an issue on your own, we encourage you to talk with your supervisor or the Office of Human Resources.

In most situations your supervisor will be the most appropriate source of assistance; however, for some issues, someone else may be more appropriate. Please contact the Office of Human Resources for assistance.

We all share responsibility for building a cooperative team.

## **1-9. NON-HARASSMENT**

Benedictine University's policy prohibits intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by Benedictine University.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one harasses another individual in the workplace, including while on Benedictine University premises, while on Benedictine University business (whether or not on Benedictine University premises) or while representing Benedictine University. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

### **Harassment Defined**

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

### **Sexual Harassment Defined**

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violates this policy include, but are not limited to:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.

## **Reporting Procedures**

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to any member of management. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

## **Investigation Procedures**

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

## **Retaliation Prohibited**

In addition, Benedictine University will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

## **1-10. TITLE IX**

**Policy Against Sex-Based Discrimination, Harassment, Sexual Assault and Misconduct, Other Forms of Sexual Violence, Dating and Domestic Violence and Stalking – The Full Title IX Policy Against Sexual Harassment can be found at <https://www.ben.edu/compliance/upload/NEW-TitleIX-Policy-FINAL-912021.pdf>**

Benedictine University expects its employees to cultivate an environment that allows members of the university community to enjoy the full benefits of their work or learning experience. It is, therefore, the policy of Benedictine University to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex (including sexual harassment and sexual violence) in the university's employment, educational programs and activities. This policy addresses the university's responsibilities under Title IX and the Violence Against Women Reauthorization Act of 2013, Illinois Preventing Sexual Violence in Higher Education Act (110 ILCS 115/1), and other applicable state and federal laws. The Violence Against Women Reauthorization Act of 2013 section 304 requires that universities have procedures in place to respond to matters of sexual assault, relationship (dating) violence and stalking. In administering its affairs, Benedictine University does not discriminate against any person on the basis of race, creed, color, national origin, sex, age, disability, military or veteran status, marital status, citizenship, or any other characteristic protected by applicable law. The laws applicable to Benedictine University include constitutional and statutory protection of the university's rights as a religiously sponsored institution.

The Campus Sexual Violence Elimination Act (Campus SaVE) refers to the recent Violence Against Women Act (VAWA) amendments to the Clery Act. This is an update to the Clery Act, expanding the scope of this legislation in terms of reporting, response, and prevention education requirements around rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. In addition, a new training requirement has been established for all incoming students and employees. Benedictine University requires all students, faculty and staff to complete the training.

Questions about the university's Title IX responsibilities or to file a complaint, please contact our Title IX Coordinator.

## **1-11. EMPLOYEE - STUDENT RELATIONSHIPS**

One of the most important relationships within an institution of higher education is the learning and social interaction between a student and a faculty member, administrator or support staff member. The University is committed to continuing these fundamental relationships for our students without a student fearing the threat of reprisal, intimidation or coercion in any sense. Any sexual activity between employees and students, other than their spouse/partner, is a serious violation of professional ethics and all such activity is strictly prohibited. Any employee found to have violated this policy will be subject to termination of employment.

## **1-12. WORKPLACE VIOLENCE**

Benedictine University is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Benedictine University and personal property.

Benedictine University does not expect employees to become experts in psychology or to physically subdue a

threatening or violent individual. Indeed, Benedictine University specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, Benedictine University does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Benedictine University policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

### **Prohibited Conduct**

Threats, threatening language or any other acts of aggression or violence made toward or by any Benedictine University employee **WILL NOT BE TOLERATED**. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Benedictine University's Lisle or Mesa campus, or properties utilized by Benedictine University for educational purposes.

### **Procedures for Reporting a Threat**

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede Benedictine University's ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If Benedictine University determines, after an appropriate good faith investigation, that someone has violated this policy, Benedictine University will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for Benedictine University to be aware of any potential danger in its offices. Indeed, Benedictine University wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

### **Benedictine Campus Safety Department**

In order to maintain an educational environment that is safe and secure, Benedictine University has established a high visibility campus safety department. This department will provide assistance and security appropriate for an academic setting. Officers are available on a 24-hour 7 days week schedule. The officers and staff are experienced in working with students, employees and visitors on a university campus in Lisle and work closely with security on the Mesa campus.

## **1-13. DRUG-FREE AND ALCOHOL-FREE WORKPLACE**

To help ensure a safe, healthy and productive work environment for our employees and others, to protect Benedictine University property, and to ensure efficient operations, Benedictine University has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for Benedictine University.

The Benedictine University Alcohol and Drug Policy, like other standards to conduct applicable to the University community, is intended to further the educational mission of Benedictine University. Faculty, staff and students are expected to foster an environment that promotes the acquisition of knowledge, nurtures the growth of the individual and assures the safety, security and well-being of everyone in the University community. Accordingly, the use, including sale, delivery, possession, and consumption of alcoholic beverages or marijuana in or on any property owned or controlled by the University is strictly prohibited, except as otherwise provided in this Policy. Where permitted in the Policy, the use of alcoholic beverages on University premises shall be considered a privilege and may be allowed only if consistent with state laws and University policy, and only when it will not interfere with the Benedictine community values of respect and consideration for every individual, mutual concern for the good of all and the welcoming of the stranger. In addition, faculty, staff and students must adhere to a code of conduct that recognizes that the unlawful manufacture, sale, delivery, possession, or use of illicit drug is also strictly prohibited on property owned or controlled by Benedictine University or as part of any on-campus or off-campus University activity.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on Benedictine University premises, while on Benedictine University business (whether or not on Benedictine University premises) or while representing Benedictine University, is strictly prohibited. Employees and other individuals who work for Benedictine University also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work.

A copy of the entire Benedictine University Alcohol and Drug Policy can be obtained by contacting Human Resources.

## **1-14. THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act ("FERPA") is a federal law that protects the privacy and integrity of a student's education records by generally prohibiting the disclosure of personally identifiable information from education records maintained by the institution, and by granting the student the right to review their education records and to request the addition, correction or deletion of information in their education records. FERPA provides that each student has the right to:

- Inspect and review his or her education records;
- Request that their education records be amended if he or she believes that the records are inaccurate, misleading or otherwise in violation of his or her privacy;
- Provide written consent to disclosures of personally identifiable information contained in the student's

education records prior to the University's disclosure of the information, unless the disclosure is to be made in a situation where FERPA does not require such consent;

- Obtain a copy of the University's procedures regarding student records in compliance with FERPA; and
- File a complaint with the Family Policy Compliance Office (FPCO) of the U.S. Department of Education if he or she believes that the University has failed to comply with the requirements of FERPA.

Benedictine University is committed to complying with The Family Educational Rights and Privacy Act. For complete details on the Families Educational Rights and Privacy Act (FERPA), please contact Human Resources.

## **1-15. WHISTLEBLOWER PROTECTION POLICY**

Benedictine University ("University") expects its trustees, officers, faculty and staff to advance the University's mission of education guided by the Roman Catholic tradition and Benedictine heritage in an ethical, honest and lawful manner. The University expects its trustees, faculty and staff to conduct their activities in accordance with University policies and procedures and all applicable laws, rules and regulations. The University strongly encourages all trustees, faculty, staff and students to report suspected or actual misconduct by Benedictine employees through channels that the University establishes for such reporting. No University faculty member, administrator, staff member or student may interfere with the good faith reporting of suspected or actual wrongful conduct, and no individual who makes such a good faith report shall be subjected to retaliation, including harassment or any adverse employment, academic or educational consequence, as a result of making a report. Diligent efforts will be made to protect the individual making a complaint from retaliation for his/her good faith activities in the initiation of, or cooperation with an inquiry or investigation of wrongful conduct. The University will not tolerate retaliation and will take whatever action is necessary and appropriate to address a violation of this policy, up to and including dismissal from employment. The Whistleblower Protection Policy is located on the Human Resources and Compliance, Legal and Risk web pages.

Employees may make an anonymous report by completing the University's Anonymous Reporting Form on the Human Resources and Compliance, Legal and Risk web pages. All reports are routed directly to the Compliance, Legal and Risk Office for review and then directed to the appropriate University official(s) for follow-up and possible investigation.



## Section 2 - OPERATIONAL POLICIES

### 2-1. EMPLOYEE CLASSIFICATIONS

For purposes of this handbook, all Benedictine University employees fall within one of the classifications below.

**Full-Time Employees** (Benefit Eligible) - Employees who regularly work 30 hours or more per week.

**Part-Time Employees** (Non-benefit Eligible) - Employees who regularly work fewer than 30 hours per week who were not hired on a short-term basis.

**Casual or Seasonal Employees** - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis, with no more than 20 hours per week. Casual or seasonal employees generally are not eligible for Benedictine University benefits, but are eligible to receive statutory benefits.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

### 2-2. NEW HIRE INFORMATION

The Office of Human Resources conducts an orientation program for newly hired full-time and part-time administrators and staff; adjunct faculty and student workers on the first day of employment.

The purpose of this orientation is to share valuable employment information with new employees and to answer any questions. Some areas covered in this orientation include:

- The University's History, Mission, and Vision
- Employment and compliance policies and procedures
- Sick, vacation and leave policies
- Employee benefits
- BCard access, use and benefits and parking pass, where applicable Employee ID
- number and login information

Your departmental orientation is the responsibility of your supervisor. You should ask your supervisor for specific information that pertains to your job and department.

## **2-3. YOUR EMPLOYMENT RECORDS**

In order to obtain their position, employees have provided personal information, such as address and telephone number. This information is contained in their personnel file.

Employees should keep their personnel file up to date by informing Human Resources of any changes. Employees also should inform Human Resources of any specialized training or skills they acquire, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach employees in a crisis could cause a severe health or safety risk or other significant problem.

Employees may view their files by completing a request form in the Office of Human Resources.

## **2-4. WORKING HOURS AND SCHEDULE**

Benedictine University normally is open for business from 8:30a.m. to 5:00p.m., Monday through Friday.

Employees will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of the business, at some point Benedictine University may need to change individual work schedules on either a short-term or long-term basis.

Staff members are not allowed to teach courses, unless included as part of the job description. Any adjunct position offered outside of the normal workday schedule must be approved by the supervisor, as well as the College Dean and Provost.

Employees will be provided meal and rest periods as required by law. A supervisor will provide further details.

## **2-5. REMOTE WORK/TELECOMMUTING**

Benedictine University may allow employees to work remotely if their job duties and work performance are determined to be eligible for remote work. Eligibility will be decided on a case-by-case basis by Benedictine University. Employees also may be required to work remotely during periods of public health emergencies if government orders and mandates recommend such work.

This policy provides general information regarding remote work/telecommuting. Employees who are approved to work remotely should consult their individual agreement for specific details of their remote work/telecommuting arrangement, such as expected work hours, equipment provided, and other important information.

Any remote work/telecommuting arrangement may be discontinued by Benedictine University at any time and at the discretion of Benedictine University. Employees also may discontinue the arrangement but may not be guaranteed office space at Benedictine University's location.

### **At-Will Employment**

This policy and any individual agreement addressing this work arrangement do not create a contract of employment and are not intended to be considered or construed as a promise of continued employment. Employment is at will and may be discontinued at any time by Benedictine University or employee without

notice, cause, or liability.

## **Hours of Work**

Employees will work full time from home. Scheduled hours of work will be set by the employees' manager or supervisor. Employees should maintain regular contact with their supervisors and managers.

Nonexempt employees must accurately record all hours worked pursuant to Benedictine University's timekeeping system and take rest and meal breaks as if in Benedictine University's workplace and as required by law. Nonexempt employees may not work beyond scheduled working hours (including working more than 40 hours in a workweek) without prior, written authorization from their manager or supervisor.

## **Location**

Employees will provide, at their expense, a secure, dedicated work area. Employees are responsible for maintaining the work area in a safe, secure, and nonhazardous condition at all times. Employees will maintain security devices and procedures necessary to prevent use by unauthorized persons, including by preventing the connection of any Benedictine University-furnished computer system, network, or database to any computer, network, or database other than a computer, network, or database to which connections are provided or authorized by Benedictine University.

## **Duties**

Employees are expected to follow all existing Benedictine University policies and procedures. The duties, obligations, responsibilities, and conditions of employment with Benedictine University remain unchanged. Employees must stay engaged with work throughout the workday and be fully available during normal business hours. If employees do not successfully perform their job duties remotely, this arrangement will be revoked. Employees are expected to follow existing Benedictine University policies with respect to scheduled and unscheduled time off, including the obligation to speak with their manager or supervisor before the scheduled start time in the event of an unscheduled absence, tardy, or early departure.

## **Accidents and Injuries**

Employees agree to maintain safe conditions in the remote work space and to practice the same safety habits and rules applied on Benedictine University premises. If employees incur an injury arising out of the course and scope of the assigned job duties while working in the remote work space, the workers' compensation provisions in place for the state in which the employees are working will apply. Employees must notify their supervisor or manager immediately and complete all necessary and/or requested documents regarding the reported injury. Benedictine University assumes no responsibility for injuries occurring in the remote work space outside normal working hours or for injuries that occur as a result of a reasonably recognizable unsafe remote work space.

## **Equipment**

Employees agree to use electronic equipment that has been encrypted and meets all of Benedictine University's security requirements. If Benedictine University provides equipment for home use, employees agree to provide a secure location for Benedictine University-owned equipment and will not use, or allow others to use, such equipment for purposes other than Benedictine University business. Employees have no expectation of ownership in such equipment, linkages, property, or other items installed or provided by Benedictine University. Benedictine University will bear the expense of removal of any such equipment, linkages, and installations provided by Benedictine University upon the termination of the remote work/telecommuting arrangement but not modification of or repairs to the work location. Employees hereby release Benedictine University from any damage or liability incurred in the installing or removal of the

equipment provided by Benedictine University.

### **Return of Benedictine University Property**

All equipment, records, and materials provided by Benedictine University will remain Benedictine University property. Employees agree to return Benedictine University equipment, records, and materials upon request. All Benedictine University equipment will be returned by employees for inspection, repair, or replacement as needed or requested or immediately upon termination of the remote work/telecommuting arrangement. All equipment must be returned within five (5) business days of written notice to the employees.

### **Expenses**

Upon presentment of receipts and in accordance with the Business Expense Reimbursement policy, Benedictine University will reimburse employees for certain preapproved expenses.

Regular household utility charges, such as electricity, water, phone, Internet service, auto, homeowners' insurance, etc., are not reimbursable unless state law requires reimbursement.

### **Confidentiality**

Employees agree that they are subject to Benedictine University's policies prohibiting the nonbusiness use or dissemination of Benedictine University's confidential business information. Employees will take all appropriate steps to safeguard Benedictine University's confidential business information, including segregating it from personal papers and documents, not allowing nonemployees to access such information, and keeping such information in locked drawers or file cabinets when not in use. Employees will maintain confidential information, including, but not limited to, information regarding Benedictine University's products or services, processing, marketing and sales, client lists, client e-mail addresses and mailing addresses, client data, orders, memoranda, notes, records, technical data, sketches, designs, plans, drawings, trade secrets, research and development data, experimental work, proposals, new product and/or service developments, project reports, sources of supply and material, operating and cost data, and corporate financial information.

### **Contact**

If employees have any questions concerning this policy or would like to apply to work remotely, they should contact Human Resources.

## **2-6. TIMEKEEPING PROCEDURES**

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report half and full days of absence from work for reasons such as leaves of absence, sick leave or personal business.

Non-exempt employees may not start work until their scheduled starting time.

It is the employee's responsibility to sign time records to certify the accuracy of all time recorded. Any errors

in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors.

## **2-7. OVERTIME**

Like many institutions of higher learning, Benedictine University experiences periods of extremely high activity. During these busy periods, additional work is required from all of us. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) their normal hourly wage for all time worked in excess of 40 hours each week, unless otherwise required by law.

Employees may work overtime only with prior management authorization.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Sunday and ends at 11:59 p.m. on the following Saturday.

## **2-8. TRAVEL TIME FOR NON-EXEMPT EMPLOYEES**

### **Overnight, Out-of-Town Trips**

Non-exempt employees will be compensated for time spent traveling (except for meal periods) during their normal working hours, on days they are scheduled to work and on unscheduled work days (such as weekends). Non-exempt employees also will be paid for any time spent performing job duties during otherwise non-compensable travel time; however, such work should be limited absent advance management authorization.

### **Out-of-Town Trips for One Day**

Non-exempt employees who travel out of town for a one-day assignment will be paid for all travel time, except for, among other things: time spent traveling between the employee's home and the local railroad, bus or plane terminal; and meal periods.

### **Local Travel**

Non-exempt employees will be compensated for time spent traveling from one job site to another job site during a workday. The trip home, however, is non-compensable when the employee goes directly home from the final job site, unless it is much longer than the regular commute home from the regular worksite. In such case, the portion of the trip home in excess of the regular commute is compensable.

### **Commuting Time**

Under the Portal to Portal Act, travel from home to work and from work to home is generally non-compensable. However, if a non-exempt employee regularly reports to a worksite near their home, but is required to report to a worksite farther away than the regular worksite, the additional time spent traveling is compensable.

If compensable travel time results in more than 40 hours worked by a non-exempt employee, the employee will be compensated at an overtime rate of one and one-half (1-1/2) times the regular rate.

To the extent that applicable state law provides greater benefits, state law applies.

## 2-9. SAFE HARBOR POLICY FOR EXEMPT EMPLOYEES

It is Benedictine University's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Those classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for Benedictine University. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- full-day absences for personal reasons;
- full-day absences for sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing wage replacement benefits for such absences (deductions also may be made for the exempt employee's full-day absences due to sickness or disability before the employee has qualified for the plan, policy or practice or after the employee has exhausted the leave allowance under the plan);
- full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave Act absences (either full- or partial-day absences);
- to offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- the first or last week of employment in the event the employee works less than a full week; and
- any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- partial day absences for personal reasons, sickness or disability;
- an absence because Benedictine University has decided to close a facility on a scheduled work day;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If employees believe they have been subject to any improper deductions, they should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), they should immediately contact Payroll or any other supervisor in Benedictine University with whom the employee feels

comfortable.

## **2-10. YOUR PAYCHECK**

Non-Exempt Employees will be paid bi-weekly (every other Friday) and Exempt Employees will be paid semi-monthly (15th and last day of the month) for all the time worked during the past pay period. Adjunct faculty members are paid on a monthly basis.

Payroll stubs itemize deductions made from gross earnings. By law, Benedictine University is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in any employee's pay, the employee should bring the matter to the attention of Payroll immediately so Benedictine University can resolve the matter quickly and amicably.

Paychecks will be given only to the employee, unless the employee requests that they be mailed, authorizes in writing that another person may accept the check, or elects to participate in payroll direct deposit.

## **2-11. DIRECT DEPOSIT**

Benedictine University strongly encourages employees to use direct deposit. Employees are able to enroll in direct deposit online using self-service in MyBenU. Paper forms can be obtained from the Payroll Office. All new direct deposits are subject to a pre-note process.

## **2-12. SALARY ADVANCES**

Benedictine University does not permit advances on paychecks or against accrued paid time off.

## **2-13. PERFORMANCE REVIEW**

Depending on the employee's position and classification, Benedictine University endeavors to review performance annually. However, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

In addition to these formal performance evaluations, Benedictine University encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

## **2-14. COACHING AND PROGRESSIVE FOLLOW-UP**

Coaching takes place between you and your supervisor to address issues, exchange information and collaborate on a plan to correct or improve issues of performance, attitude or behavior. Coaching is a preventative measure used to head off potential problems or to correct situations before they become serious and threaten continued

employment.

Progressive follow-up may involve several discussions between a supervisor and an employee regarding performance or behavior problems. Some of these steps in the follow-up process may be bypassed due to the severity of the performance or behavior issues.

- Verbal warning
- Written warning
- Final warning
- Unpaid suspension
- Termination

The University reserves the right to suspend an employee without pay, and/or to invoke suspension as a disciplinary measure and/or during an investigation.

The accumulation of discipline instances, for the same or different issues, reflects on your overall performance and will lead to suspension or termination of employment.

Where serious misconduct occurs, immediate termination may result without prior warning of any kind. Benedictine University is an at-will employer.

## **2-15. RECORD RETENTION**

Benedictine University acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against Benedictine University and its employees and possible disciplinary action against responsible individuals (up to and including discharge of the employee). Each employee has an obligation to contact the Human Resources Department to inform them of potential or actual litigation, external audit, investigation or similar proceeding involving Benedictine University that may have an impact on record retention protocols.

## **2-16. JOB POSTINGS**

Benedictine University is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. This policy outlines the on-line job posting program which is in place for all employees. To be eligible to apply for an open position, employees must meet the following requirements:

- be a current, regular, full-time or part-time employee;
- have been in current position for at least six (6) months;
- maintain a performance rating of satisfactory or above;
- not be on conduct/performance-related probation or warning;
- meet the job qualifications listed on the job posting; and
- provide their current manager with notice prior to applying for the position.

If employees find a position of interest on the job posting website and they meet the eligibility requirements, an



on-line job posting application must be completed in order to be considered for the position. Not all positions are guaranteed to be posted. Benedictine University reserves the right to seek applicants solely from outside sources or to post positions internally and externally simultaneously.

For more specific information about the program, please contact the Human Resources Department.

## **2-17. EMERGENCY CLOSINGS**

Generally, you should assume that the University will be open. However, the University recognizes that safety is a serious consideration and that employees must decide for themselves whether or not to report for work during severe weather or other emergency conditions.

### **Lisle/Naperville and Northern Illinois**

Scheduled University closing information will be announced officially through the BenAlert emergency notification system. You will receive a phone call to your primary number in the system and an email to your ben.edu address. If your mobile number is in the system you will also receive a text message and phone call to your mobile number and an email to another email address. Information will also be posted on BenU's Facebook and Twitter pages, the emergency information page of the BenU website at [ben.edu/emergencyinformation](http://ben.edu/emergencyinformation) and the emergency information line at (630) 829-6622.

Employees will be notified of early morning decisions to close through BenAlert. Go to ben.edu/BenAlert to confirm or update your information. You can add unlimited phone numbers and email addresses for additional contacts, or opt out of this service (University policy requires at least one contact phone number be in the system for each student, faculty and staff member).

If it becomes necessary to close the University due to severe weather conditions, the following procedures will be initiated:

- Facilities Management or Benedictine University Campus Safety will notify the Emergency Response and Recovery Team (ERRT) Command Staff.
- The ERRT Command Staff will evaluate the situation and make a final decision.
- The ERRT Command Staff will inform the President.
- When the decision to close the University is reached, a BenAlert will be sent.
- A decision to cancel morning classes only or all morning/afternoon/evening classes will be made by 6:00 a.m. All cancellations apply to Benedictine University's Lisle campus and all off-site locations. This does not include classes at Benedictine University at Mesa.
- A decision to have a delayed opening will be made by 6:00 a.m. All delayed openings apply to Benedictine University's Lisle campus and all off-site locations. This does not include classes at Benedictine University at Mesa.
- A decision to cancel afternoon classes only or afternoon/evening classes will be made by 10:00 a.m. This applies to classes beginning at 12:00 p.m. or later. All cancellations apply to Benedictine University's Lisle campus and all off-site locations. This does not include classes at Benedictine University at Mesa.
- A decision to cancel evening classes only will be made by 2:00 p.m. This applies to classes beginning at 6:00 p.m. or later on Benedictine University's Lisle campus and all off-site locations. This does not include classes at Benedictine University at Mesa.

Additional School Closing Announcements

- Listen to radio stations WBBM Newsradio 780 AM or WGN Radio 720 AM.
- Watch CBS 2 Chicago, NBC 5 Chicago, ABC 7 Chicago, WGN Channel 9, Fox 32 and CLTV news.
- Go online to [emergencyclosings.com](http://emergencyclosings.com) or [ben.edu/emergencyinformation](http://ben.edu/emergencyinformation).
- Call the University Emergency Information Line at (630) 829-6622.

## **Mesa Arizona**

Scheduled University closing information will be announced officially through the BenAlert emergency notification system. You will receive a phone call to your primary number in the system and an email to your ben.edu address. If your mobile number is in the system you will also receive a text message and phone call to your mobile number and an email to another email address. Information will also be posted on BenU's Mesa campus Facebook and Twitter pages, website at [ben.edu/mesa](http://ben.edu/mesa) and emergency information line at (602) 888-5522.

Employees will be notified of early morning decisions to close through BenAlert. Go to ben.edu/BenAlert to confirm or update your information. You can add unlimited phone numbers and email addresses for additional contacts, or opt out of this service (University policy requires at least one contact phone number be in the system for each student, faculty and staff member).

If it becomes necessary to close the University due to severe weather conditions, the following procedures will be initiated:

- Facilities Management or Campus Safety will notify the Emergency Response and Recovery Team (ERRT) Command Staff.
- The ERRT Command Staff will evaluate the situation and make a final decision.
- The ERRT Command Staff will inform the CEO.
- When the decision to close the University is reached, a BenAlert will be sent.
- A decision to cancel morning classes only or all morning/afternoon/evening classes will be made by 6:00 a.m.
- A decision to have a delayed opening will be made by 6:00 a.m.
- A decision to cancel afternoon classes only or afternoon/evening classes will be made by 10:00 a.m. This applies to classes beginning at 12:15 p.m. or later.
- A decision to cancel evening classes beginning at 6:00 p.m. or later will be made by 4:00 p.m.

## **Additional School Closing Announcements**

- Listen to radio stations KXAM-AM 1310 or KFNN-AM 1510.
- Watch ABC Channel 15, CBS Channel 5, Fox Channel 10, NBC Channel 12 or Mesa Channel 11.
- Call the BenU at Mesa Emergency Information Line at (602) 888-5522.

If an exempt or non-exempt employee has planned vacation/sick time on a day which is then officially closed (through authority of the President) due to severe weather or other emergency, then the employee is paid for that day as an official closure day, not through their SV time. All full-time and part-time employees who are scheduled to work on a day that is deemed as an official closure day will be paid as such.

## 2-18. INFECTIOUS DISEASE CONTROL POLICY

Benedictine University will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of Benedictine University during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Benedictine University is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

### Preventing the Spread of Infection in the Workplace

Benedictine University will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles and railings. A committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious-frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also install alcohol-based hand sanitizers throughout the workplace and in common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of child care should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

### *Limiting Travel*

All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the United States will not be authorized until further notice.

Employees should avoid crowded public transportation when possible. Alternative scheduling options will be provided on a case-by-case basis. Contact human resources for more information.

### *Telecommuting*

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your manager for consideration.

### *Staying Home When Ill*

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness. During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: Examples include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of

fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

#### *Requests for Medical Information and/or Documentation*

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

#### *Confidentiality of Medical Information*

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

#### *Social Distancing Guidelines for Workplace Infectious Disease Outbreaks*

In the event of an infectious disease outbreak, Benedictine University may implement these social distancing guidelines to minimize the spread of the disease among the staff.

*During the workday*, employees are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least six feet from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
6. Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

#### *Outside activities*

Employees might be encouraged to the extent possible to:

1. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

## Section 3 - BENEFITS

### 3-1. BENEFITS OVERVIEW

In addition to good working conditions and competitive pay, it is Benedictine University's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs Benedictine University provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from Human Resources. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, Benedictine University (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While Benedictine University intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact Human Resources.

### 3-2. PAID HOLIDAYS

Full-time employees will be paid for the following holidays:

New Year's Day  
Good Friday  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Thanksgiving Day  
Day before/ after Thanksgiving  
President's Holidays  
Christmas Eve  
Christmas Day  
New Year's Eve

When holidays fall or are celebrated on a regular work day, eligible employees will receive one (1) day's pay at their regular straight-time rate. Eligible employees who are called in to work on a holiday will receive one (1) day's pay at their regular straight-time rate, and an additional payment of straight-time for the actual time they work that day. Employees who are scheduled to work on a holiday will lose the holiday pay if they should call in.

If a holiday falls within an eligible employee's approved vacation period, the eligible employee will be paid for the holiday (at the regular straight-time rate) in addition to the vacation day, or the eligible employee will receive an additional vacation day at the option of Benedictine University.

If a holiday falls within a jury duty or bereavement leave, the eligible employee will be paid for the holiday (at the regular straight-time rate) in addition to the leave day, or the eligible employee will receive an additional day off at the option of Benedictine University.

### **3-3. PAID VACATIONS**

Benedictine University appreciates how hard employees work and recognizes the importance of providing time for rest and relaxation. Benedictine University fully encourages employees to get this rest by taking vacation time. Full-time employees accrue paid vacation time based on the chart below.

Vacations should be taken during the year accrued. Rollover of vacation time is currently not permitted.

Every effort will be made to grant employees' vacation preference, consistent with operating schedules. However, if too many people request the same period of time off, Benedictine University reserves the right to choose who may take vacation during that period. Employees with the longest length of service generally will be given preference. Vacation requests must be submitted to managers at least two (2) weeks in advance of the requested vacation dates.

Only active, full-time staff employees are eligible to accrue vacation time. Employees who change from part-time to full time status (unrelated to disability), do not receive credit for part time service in determining their accrual rate; vacation time is prorated from the date of the status change to the end of the fiscal year. The chart below summarizes VACATION accrual rates by length of service effective on June 1, 2018, for full time, benefit eligible staff employees working 2080 hours per year.

Completed full time continuous years of service	Maximum Accrual/Full Time Staff	Equivalent Number of Days	Earned Vacation Hour	Per Regular Hours Worked
1-2	120	15	1	17.33
3-9	160	20	1	13
10+	200	25	1	10.4

Accrued, unused vacation is paid out upon separation.

### **3-4. PAID PREGNANCY DISABILITY BENEFITS**

Paid Pregnancy Disability Benefits may be available to full-time employees who have worked at Benedictine University for at least 12 consecutive months. Generally, six (6) consecutive weeks of paid Pregnancy Disability Benefits will be granted to eligible employees who are disabled by pregnancy, childbirth or related medical conditions prior to and/or following the birth of a child.

This benefit is calculated (based on the following chart) including any short-term disability benefits.

If the employee has:

- less than one (1) year of continuous full-time service: payment per week is up to \$1000.
- one (1) to two (2) years of continuous full-time service: payment per week is up to \$2000.
- over two (2) years of continuous full-time service: payment per week is up to \$3000.

Pregnancy Disability Benefits are solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the "Leaves of Absence" section of this handbook for more information. In addition, this Pregnancy Disability Benefit will be integrated with any applicable disability benefit offered by Benedictine University or required by law, and employees must apply for such benefit as a condition of receipt of any Pregnancy Disability Benefit under this policy.

### **3-5. PATERNITY LEAVE BENEFITS**

The university is committed to supporting paternity and adoption leaves for all benefit eligible employees. This leave is intended to provide employees with up to two weeks of continuous paid leave to provide paternal care immediately following the birth of a child or adoption of a child. Please contact Human Resources for further information.

### **3-6. WORKERS' COMPENSATION**

On-the-job injuries are covered by Benedictine University's Workers' Compensation Insurance Policy, which is provided at no cost. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their supervisor, the Emergency Preparedness Manager and/or University Police. Failure to follow Benedictine University procedures may affect the ability of employees to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must furnish a doctor's note indicating needed time off. Employees who are out due to Workers' Compensation should file for Family Medical Leave Act (FMLA). Please consult with Human Resources on necessary paperwork.

### **3-7. JURY DUTY LEAVE**

As part of our civic responsibility, we are often called to serve for jury duty. If you are called to jury duty, notify your supervisor immediately. For each day of jury duty served, you will be paid your normal 8 hours of straight time pay. In order to receive this pay, you must submit written certification from the jury room authority for each day served. Upon being excused from jury duty for the day (if before 2:30pm) or dismissed for the week, you must return to work, without exception.

### **3-8. BEREAVEMENT LEAVE**

The death of a family member is a time when employees wish to be with their families. If the employee is full-time and loses a close relative, the employee will be allowed paid time off of up to three (3) days to assist in attending to obligations and commitments. Up to five (5) days of paid time off for bereavement will be allowed for out of town commitments. For the purposes of this policy, a close relative includes a spouse, child, parent, sibling, grandparents, grandchildren, aunts, uncles, cousins, parents-in-law, brothers and sisters-in-law and legal guardians or any other relation required by applicable law. Paid leave days only may be taken on regularly scheduled, consecutive workdays following the day of death. Employees must inform their supervisor prior to commencing bereavement, leave. In administering this policy, Benedictine University may require verification of death.

### **3-9. INSURANCE PROGRAMS**

Full-time employees may participate in Benedictine University's insurance programs. Under these plans, eligible employees will receive comprehensive health and other insurance coverage for themselves and their families, as well as other benefits.

Upon becoming eligible to participate in these plans, employees will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to contact Human Resources with any further questions.

### **3-10. LONG-TERM DISABILITY BENEFITS**

Full-time employees are eligible to participate in the Long-Term Disability plan, subject to all terms and conditions of the agreement between Benedictine University and the insurance carrier.

This is solely a monetary benefit.

### **3-11. SALARY CONTINUATION**

Benedictine University provides short-term disability benefits to full-time employees.

Employees will be required to submit medical certification as requested by Benedictine University.



### **3-12. EMPLOYEE ASSISTANCE PROGRAM**

Benedictine University provides a comprehensive Employee Assistance Program. This is a free program which offers counseling services to help employees cope with personal problems, as well as a series of other beneficial services to assist with life situations. Employees are encouraged to contact Human Resources to explore all the options available to them through the Employee Assistance Program.

### **3-13. RETIREMENT PLAN**

Eligible employees are able to participate in Benedictine University's retirement plan. Plan participants may make pre-tax contributions to a retirement account.

Upon becoming eligible to participate in this plan, employees will receive an SPD describing the plan in greater detail. Please refer to the SPD for detailed plan information. Of course, feel free to speak to Human Resources if there are any further questions.

### **3-14. UNEMPLOYMENT INSURANCE**

You are covered at no cost by unemployment insurance, which provides compensation to qualified workers during involuntary periods of unemployment. Eligibility, waiting periods, rates of compensation, and the duration of compensation payments are fixed by State Unemployment Law. In general, you would be disqualified for benefits if you quit voluntarily, are discharged for cause, unjustly refuse suitable work, are receiving worker's compensation or Social Security, are involved in a labor dispute, or commit fraud.

### **3-15. ADDITIONAL UNIVERSITY BENEFITS**

Following are some additional benefits for our employees. Please check with your campus to ensure these additional benefits apply.

- ATM on campus
- Direct Deposit
- Use of the Rice Center Fitness Facility - BenU ID required (Lisle campus)
- Preferred employee discounts with our on-campus vendors - i.e. Bookstore, Dining Services (Lisle campus)
- University Special Employee Discounts: children's summer camps; special events
- Free admission to Benedictine University faculty and staff athletic events held on campus.
- Discounts/Initiation fee waivers at Edward Hospital Health & Fitness Center (Lisle campus)
- Hotel discounts - to sign up, go to [myhotelrewards.net/eagles](http://myhotelrewards.net/eagles) and use group code "EAGLES" to access the site
- Cell Phone Provider discounts with Verizon, Sprint and AT&T; if you are with one of these plans, please contact your carrier for more information
- Technology Discounts - please visit <http://www.ben.edu/information-technology/desktop/discount-page.cfm> and you may also call 800-HP.DIRECT for more information on HP products
- Free Parking

## **Section 4 - LEAVES OF ABSENCE**

### **4-1. PERSONAL LEAVE**

If employees are ineligible for any other Benedictine University leave of absence, Benedictine University, under certain circumstances, may grant a personal leave of absence without pay. A written request for a personal leave should be presented to management at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. The request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as performance and attendance records. Normally, a leave of absence will be granted for a period of up to eight (8) weeks. However, a personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to management and the request is granted. During the leave, employees will not earn vacation or sick days. Benedictine University will continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to Benedictine University in a timely manner, subject to the terms of the plan documents.

When the employees anticipate returning to work, they should notify management of the expected return date. This notification should be made at least one (1) week before the end of the leave.

Upon completion of the personal leave of absence, Benedictine University will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed. If the personal leave of absence is for medical reasons, the employee will be required to provide a release to return to work.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by Benedictine University will be considered a voluntary resignation of employment.

Personal leave runs concurrently with any Benedictine University-provided Short-Term Disability Medical Leave.

### **4-2. MILITARY LEAVE**

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). Depending upon the circumstances, some military leaves of absence may be partially paid. They should give management as much advance notice of their need for military leave as possible so that Benedictine University

can maintain proper coverage while employees are away.

## 4-3. FAMILY AND MEDICAL LEAVE

### The Leave Policy

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees information concerning FMLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA leave, they should contact Human Resources.

### I. Eligibility

FMLA leave is available to "eligible employees." To be an "eligible employee," the employee must: 1) have been employed by Benedictine University for at least 12 months (which need not be consecutive); 2) have been employed by Benedictine University for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

### II. Entitlements

As described below, the FMLA provides eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration.

#### A. Basic FMLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a fixed 12-month leave year (such as a fiscal year). Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter or parent (but not in-law) who has a **serious health condition**;
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any **qualifying exigency** arising out of the fact that the employee's spouse, son, daughter or parent is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserves component of the Armed Forces for deployment to a foreign country in support of contingency operation or Regular Armed Forces for deployment to a foreign country.

A **serious health condition** is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents employees from performing the functions of their job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Qualifying exigencies** may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

#### **B. Additional Military Family Leave Entitlement (Injured Servicemember Leave)**

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **covered servicemember** is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A "**covered servicemember**" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." **Covered servicemembers** also include a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five years preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

#### **C. Intermittent Leave and Reduced Leave Schedules**

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember. Qualifying exigency leave also may be taken on an intermittent basis.

#### **D. No Work While on Leave**

The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate discharge, to the extent permitted by law.

#### **E. Protection of Group Health Insurance Benefits**

During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

#### **F. Restoration of Employment and Benefits**

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause Benedictine University substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. Benedictine University will notify employees if they qualify as "key employees," if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

#### **G. Notice of Eligibility for, and Designation of, FMLA Leave**

Employees requesting FMLA leave are entitled to receive written notice from Benedictine University telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) Benedictine University's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

Benedictine University may retroactively designate leave as FMLA leave with appropriate written notice to employees provided Benedictine University's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, Benedictine University and employee can mutually agree that leave be retroactively designated as FMLA leave.

### **III. Employee FMLA Leave Obligations**

#### **A. Provide Notice of the Need for Leave**

Employees who take FMLA leave must timely notify Benedictine University of their need for FMLA leave. The following describes the content and timing of such employee notices.

##### **1. Content of Employee Notice**

To trigger FMLA leave protections, employees must inform Human Resources of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow Benedictine University to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- a medical condition renders them unable to perform the functions of their job;
- they are pregnant or have been hospitalized overnight;
- they or a covered family member are under the continuing care of a health care provider;
- the leave is due to a qualifying exigency caused by a military member being on covered active duty or called to covered active duty status to a foreign country; or
- if the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to Benedictine University's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which Benedictine University has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

##### **2. Timing of Employee Notice**

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide Benedictine University notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

## **B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules**

When planning medical treatment, employees must consult with Benedictine University and make a reasonable effort to schedule treatment so as not to unduly disrupt Benedictine University's operations, subject to the approval of the employee's health care provider. Employees must consult with Benedictine University prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both Benedictine University and the employees, subject to the approval of the employee's health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, Benedictine University may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, Benedictine University may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise Benedictine University of the reason why such leave is medically necessary. In such instances, Benedictine University and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting Benedictine University's operations, subject to the approval of the employee's health care provider.

## **C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)**

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an **initial certification**, a **recertification** and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide Benedictine University with timely, complete and sufficient medical certifications. Whenever Benedictine University requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after Benedictine University's request, unless it is not practicable to do so despite the employee's diligent, good faith efforts. Benedictine University will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. Benedictine University will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, Benedictine University (through individuals other than the employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide Benedictine University with authorization allowing it to clarify or authenticate certifications with health care providers, Benedictine University may deny FMLA leave if certifications are unclear.

Whenever Benedictine University deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

### **1. Initial Medical Certifications**

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If Benedictine University has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at Benedictine University's expense. If the opinions of the initial and second health care providers differ, Benedictine University may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by Benedictine University and the employee.

## **2. Medical Recertifications**

Depending on the circumstances and duration of FMLA leave, Benedictine University may require employees to provide recertification of medical conditions giving rise to the need for leave. Benedictine University will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

## **3. Return to Work/Fitness for Duty Medical Certifications**

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide Benedictine University with medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. Benedictine University may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

## **D. Submit Certifications Supporting Need for Military Family Leave**

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, Benedictine University may require employees to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active duty status of the same or a different military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, Benedictine University may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, Benedictine University may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

## **E. Substitute Paid Leave for Unpaid FMLA Leave**

Employees must use any accrued paid time while taking unpaid FMLA leave.

The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave and the paid time will run concurrently with the employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement. Upon written request, Benedictine University will allow employees to use accrued paid time to supplement any paid disability benefits.

#### **F. Pay Employee's Share of Health Insurance Premiums**

During FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless Benedictine University notifies employees of other arrangements, whenever employees are receiving pay from Benedictine University during FMLA leave, Benedictine University will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA leave is unpaid, employees must pay their portion of the group health premium through a method determined by Benedictine University upon leave.

Benedictine University's obligation to maintain health care coverage ceases if the employee's premium payment is more than 30 days late. If the employee's payment is more than 15 days late, Benedictine University will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse Benedictine University for the cost of the premiums Benedictine University paid for maintaining coverage during their unpaid FMLA leave.

#### **IV. Questions and/or Complaints about FMLA Leave**

If you have questions regarding this FMLA policy, please contact Human Resources. Benedictine University is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact Human Resources immediately. Benedictine University will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

#### **V. Coordination of FMLA Leave with Other Leave Policies**

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law that provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult Benedictine University's other leave policies in this handbook or contact Human Resources.



## Section 5 - GENERAL STANDARDS OF CONDUCT

### 5-1. WORKPLACE CONDUCT

Benedictine University endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in Benedictine University's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing Benedictine University property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of Benedictine University's Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening or disrupting the work of others or other violations of Benedictine University's Workplace Violence Policy.
7. Failure to follow lawful instructions of a supervisor.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
10. Gambling on Benedictine University property.
11. Willful or careless destruction or damage to Benedictine University assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of the Solicitation and Distribution Policy.
15. Violation of Benedictine University's Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.
18. Any other violation of Benedictine University policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and Benedictine University reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. Benedictine University will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, Benedictine University will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate the employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

## **5-2. EMPLOYEE DRESS AND PERSONAL APPEARANCE**

Employees are expected to report to work well groomed, clean, and dressed according to the requirements of their position, as we are a business casual organization. Business casual is defined as less formal than traditional business clothing but still professional enough to be office appropriate (shorts, flip flops, halter or tank tops, sheer or revealing clothing, yoga pants, etc. do not qualify for business casual clothing). Jeans and Benedictine Spirit Wear are allowed on specific Spirit Days. Some employees may be required to wear uniforms or safety equipment/clothing. Employees should contact their supervisor for specific information regarding acceptable attire for their position. If employees report to work dressed or groomed inappropriately, they may be prevented from working with pay until they return to work well-groomed and wearing the proper attire.

## **5-3. PUNCTUALITY AND ATTENDANCE**

Employees are hired to perform important functions at Benedictine University. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and Supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness may result in disciplinary action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify Supervisors as early as possible, but no later than the start of the work day. Asking another employee, friend or relative to give this notice is generally improper and constitutes grounds for disciplinary action. Employees should call, stating the nature of the illness and its expected duration, for every day of absenteeism. If an employee anticipates five (5) or more days of absenteeism, they will need to apply for Short-Term Disability, based on the nature of absence.

Absent extenuating circumstances, unreported absences of three (3) consecutive work days generally will be considered a voluntary resignation of employment with Benedictine University.

## **5-4. HEALTH AND SAFETY**

The health and safety of employees and others on Benedictine University property are of critical concern to Benedictine University. Benedictine University intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on Benedictine University's premises, or in a product, facility, piece of equipment, process or business practice for which Benedictine University is responsible should be brought to the attention of management immediately.

Periodically, Benedictine University may issue rules and guidelines governing workplace safety and health. Benedictine University may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

## **5-5. USE OF COMMUNICATIONS AND COMPUTER SYSTEMS**

Benedictine University's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other Benedictine University policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of Benedictine University systems.

Benedictine University may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when Benedictine University deems it appropriate to do so. The reasons for which Benedictine University may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Benedictine University operations continue appropriately during the employee's absence.

Further, Benedictine University may review Internet usage to ensure that such use with Benedictine University property, or communications sent via the Internet with Benedictine University property, are appropriate. The reasons for which Benedictine University may review employees' use of the Internet with Benedictine University property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Benedictine University operations continue appropriately during the employee's absence.

Benedictine University may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

Benedictine University's policies prohibiting harassment, in their entirety, apply to the use of Benedictine University's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

## **5-6. USE OF SOCIAL MEDIA**

Benedictine University respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect Benedictine University interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking platform, such as Twitter or similar site, during work time or at any time with Benedictine University equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether the employees are posting something on their own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions Benedictine University and also expresses either a political opinion or an opinion regarding Benedictine University's actions that could pose an actual or potential conflict of interest with Benedictine University, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is a personal opinion and not Benedictine University's position. This is necessary to preserve Benedictine University's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. Benedictine University policies apply equally to employee social media usage.

Benedictine University encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

## **5-7. USE OF FACILITIES, EQUIPMENT AND PROPERTY, INCLUDING INTELLECTUAL PROPERTY**

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective or in need of repair. Prompt reporting of loss, damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Supervisors can answer any questions about the employees' responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of Benedictine University's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, Benedictine University is not responsible for any damage to employees' personal belongings unless the employee's supervisor provided advance approval for the employee to bring the personal property to work.

## **5-8. PERSONAL AND COMPANY-PROVIDED PORTABLE COMMUNICATION DEVICES**

Benedictine University-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may subject to monitoring if sent through Benedictine University's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a Benedictine University-provided or personal device, employees must comply with applicable Benedictine University guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using a Benedictine University-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If employees who use a personal PCD for business resign or are discharged, they will be required to submit the device to the IT department for resetting on or before their last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, Benedictine University information and personal data (such as contacts, e-mails and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of Benedictine University information. This is the only way currently possible to ensure that all Benedictine University information is removed from the device at the time of termination. The removal of Benedictine University information is crucial to ensure compliance with Benedictine University's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a Benedictine University-issued device, Benedictine University's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

### **Portable Communication Device Use While Driving**

Employees who drive on Benedictine University business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while driving, and permitted by law, employees must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call

shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

## **5-9. INSPECTIONS**

Benedictine University reserves the right to require employees while on Benedictine University property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on Benedictine University or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to Benedictine University or to its clients. Employees are expected to cooperate in the conduct of any search or inspection, if the situation warrants such action.

## **5-10. SMOKING**

Smoking/vaping or use of any form of tobacco is not permitted on campus. This policy is consistent with the Smoke Free Illinois Act, effective January 1, 2008.

To help promote a healthy campus environment for the well-being of our students, faculty, staff and visitors, the following location has been designated for smoking:

- In Car Only

Smoking in non-designated areas may result in a fine.

## **5-11. PETS**

Benedictine University is responsible for assuring the health and safety of all employees. In keeping with this objective, the University does not permit employees to bring their household pets to work. Animals may pose a threat of infection and may cause allergic reactions in other employees.

An employee who requires the help of a service animal (any animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability) should contact Human Resources.

## **5-12. SOLICITATION AND DISTRIBUTION**

To avoid distractions, solicitation by the employee of another employee is prohibited while either employee is on work time. "Work time" is defined as the time the employee is engaged, or should be engaged, in performing his/her work tasks for Benedictine University. Solicitation of any kind by non-employees on Benedictine University premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of Benedictine University is prohibited at all times. Distribution of literature by non-employees on Benedictine University premises is prohibited at all times.

## **5-13. CONFIDENTIAL COMPANY INFORMATION**

During the course of work, employees may become aware of confidential information about Benedictine University's business, including but not limited to information regarding Benedictine University finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers and customers and potential customers. Employees also may become aware of similar confidential information belonging to Benedictine University's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to Benedictine University's competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of Benedictine University may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

## **5-14. CONFLICT OF INTEREST AND BUSINESS ETHICS**

It is Benedictine University's policy that all employees avoid any conflict between their personal interests and those of Benedictine University. The purpose of this policy is to ensure that Benedictine University's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of Benedictine University.

For further details please visit the Benedictine University website to access the complete Conflicts of Interest Policy.

It is the employee's responsibility to report any actual or potential conflict that may exist between the employee (and the employee's immediate family) and Benedictine University.

## **5-15. ACCEPTING GIFTS AND ENTERTAINMENT**

Conflicts of interest may arise also from receipt of improper personal benefits as a result of employment with Benedictine University. No employees shall accept gifts or entertainment of more than normal value from any individual or organization that does business or seeks to do business with the University. Employees should seek guidance from their Supervisor or Human Resources if unsure of appropriateness of the gifts.

## **5-16. HIRING RELATIVES/EMPLOYEE RELATIONSHIPS**

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, Benedictine University may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of Benedictine University. Accordingly, all parties to any type of intimate personal relationship must inform management as well as Human Resources.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. Benedictine University generally will attempt to identify other available positions, but if no alternate position is available, Benedictine University retains the right to decide which employee will remain with Benedictine University.

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 similar to that of persons who are related by blood or marriage.

## **5-17. PUBLICITY/STATEMENTS TO THE MEDIA**

All media inquiries regarding the position of Benedictine University as to any issues must be referred to Marketing. Only Marketing is authorized to make or approve public statements on behalf of Benedictine University. No employees, unless specifically designated by Marketing, are authorized to make those statements on behalf of Benedictine University. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of Benedictine University must first obtain approval from Marketing.

## **5-18. OPERATION OF VEHICLES**

All employees authorized to drive Benedictine University-owned or leased vehicles or personal vehicles in conducting Benedictine University business must possess a current valid driver's license, acceptable driving record and adhere to the Benedictine University Drug-Free Workplace Policy. Any change in license status or driving record must be reported to management immediately.

Employees must have a valid driver's license in their possession while operating a vehicle off or on Benedictine University property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Benedictine University-owned or leased vehicles may be used only as authorized by management.

### **Portable Communication Device Use While Driving**

Employees who drive on Benedictine University business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving.



Regardless of the circumstances, including slow or stopped traffic, if any use is necessary while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employees are driving, and permitted by law, they must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

## **5-19. REFERENCES**

Benedictine University will respond to reference requests through the Human Resources Department. Benedictine University will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Human Resources Department.

Only the Human Resources Department may provide references.

## **5-20. IF YOU MUST LEAVE US**

Should any employees decide to leave Benedictine University, we ask that they provide a Supervisor with at least two (2) weeks advance notice of departure. Thoughtfulness will be appreciated. All Benedictine University property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc., must be returned at separation. Employees also must return all of Benedictine University's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay Benedictine University (through payroll deduction, if lawful) for any lost or damaged Benedictine University property. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

We hope that your relationship with Benedictine University will work out well for everyone. If separation from employment becomes necessary, our employment-at-will relationship makes it easier for all of us. This means that both the University and its employees have the right to terminate the employment relationship at any time, with or without cause or reason.

**Voluntary Termination:** A separation from the University initiated by you the employee. This can be the result of resignation or retirement.

- **Resignation:** If you decide to resign from your position at the University, please be considerate of the additional responsibilities that will be placed on your co-workers. We ask that you provide as much notice as possible by submitting your written notice to your supervisor at least two weeks prior to your leaving. Supervisors must forward the original letter of resignation to Human Resources when a staff member resigns.

**Involuntary Termination:** A separation from employment initiated by the University.

- Reasons for involuntary termination may include, but are not limited to, misconduct, unsatisfactory work performance, absenteeism, insubordination, violations of University policy or rules, dishonesty, illegal acts, conflict of interest, layoff, position elimination, or any act deemed inconsistent with the University's Mission.

Upon separation from the University, employees may be eligible for certain benefits.

- **Vacation:** Upon separation from employment you will be paid for any accrued and unused vacation time.
- **Health Insurance:** Upon separation from employment, if you and any member of your family are enrolled in health, dental or vision insurance, your coverage will continue until the last day of the month in which your employment terminated. You will also be notified of your rights to continue coverage under COBRA, the Consolidated Omnibus Budget and Reconciliation Act.
- **Life Insurance:** Upon separation from employment, if you had life insurance you have the option to convert your group life insurance policy to an individual policy.
- **Tuition Remission:** Benefits cease for you and your spouse/children at the end of the term you terminated, assuming the classes had already begun.
- **Tuition Exchange Program:** TEP benefits terminate at the end of the semester in which the employee terminates, and/or at the discretion of the institution in which the student is attending.
- **Long Term Care Insurance:** Upon separation from employment, participants who were enrolled can continue coverage.

## **5-21. EXIT INTERVIEWS**

Employees who resign are requested to participate in an exit interview with the Human Resources Representative, if possible.

## **5-22. A FEW CLOSING WORDS**

This handbook is intended to give employees a broad summary of things they should know about Benedictine University. Employees should not hesitate to speak to the Office of Human Resources if they have any questions about Benedictine University or its personnel policies and practices.

## **Section 6 - ARIZONA ADDENDUM**

### **6-1. EARNED PAID SICK TIME**

#### **Eligibility**

Benedictine University provides earned paid sick time to non-benefit eligible part-time employees who work in Arizona. For employees who work in Arizona who are eligible for sick time under the general Sick Days policy and/or any other applicable sick time/leave law or ordinance, this policy applies solely to the extent it provides greater benefits/rights on any specific issue or issues than the general Sick Days policy and/or any other applicable sick time/leave law or ordinance.

#### **Accrual**

Employees begin accruing earned paid sick time pursuant to this policy at the start of employment. Eligible employees will accrue one (1) hour of earned paid sick time for every 30 hours worked, up to a maximum accrual of 40 hours each calendar year. Exempt employees are assumed to work 40 hours in each workweek unless their normal workweek is less than 40 hours, in which case earned paid sick time accrues based upon that normal workweek. For purposes of this policy, the calendar year is the consecutive 12-month period beginning January 1 and ending on December 31.

#### **Usage**

Employees may use earned paid sick time on the 90th calendar day of employment. Earned paid sick time must be used in 1-hour increments. The employee may not use more than 40 hours of earned paid sick time in any calendar year.

Employees may use earned paid sick time for absences due to:

1. the employee's mental or physical illness, injury or health condition; the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; the employee's need for preventive medical care;
2. care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care;
3. closure of the employee's place of business by order of a public official due to a public health emergency or the employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for oneself or a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or family member's presence in the community may jeopardize the health of others because of their exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease; or
4. a covered purpose relating to domestic violence, sexual violence, abuse or stalking to allow the employee to obtain (for himself or herself or for a family member) medical attention, services from a victims' organization, counseling, relocation and/or legal services.

For purposes of this policy, family member includes (regardless of age): a biological, adopted or foster child,

stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands in-loco-parentis or an individual to whom the employee stood in loco parentis when the individual was a minor; a biological, foster, stepparent or adoptive parent or legal guardian of the employee or the employee's spouse or domestic partner or a person who stood in loco parentis when the employee or employee's spouse or domestic partner was a minor child; spouse or domestic partner; a grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

The employee's use of earned paid sick time will not be conditioned upon searching for or finding a replacement worker.

Benedictine University will assume, subject to applicable law, that employees want to use available earned paid sick time for absences for reasons set forth above and employees will be paid for such absences to the extent they have earned paid sick time available.

Employees will be advised of their earned paid sick time balance information on their itemized wage statement.

### **Notice and Documentation**

Employees are required to make a reasonable effort to schedule the use of earned paid sick time in a manner that does not unduly disrupt business operations. Requests to use earned paid sick time may be made orally, in writing or electronically (e.g., via email), and whenever possible, the request must include the expected duration of the employee's absence. When the use of earned, paid sick time is foreseeable, the employee is required to make a good faith effort to provide notice of the need for such time to Human Resources in advance of the use of the earned paid sick time. When the use of earned, sick time is not foreseeable, the employee is required to provide notice to Human Resources at least one (1) hour prior to the start of their workday or as soon as possible under the circumstances.

For earned paid sick time of three (3) or more consecutive work days, Benedictine University requires reasonable documentation that the earned paid sick time has been used for a covered purpose. For reason #1 and #2 above, documentation signed by a health care professional indicating that earned paid sick time is necessary is reasonable. For reason #4 above, any of the following types of documentation selected by the employee is reasonable:

- a police report indicating that the employee or the employee's family member was a victim of domestic violence, sexual violence, abuse or stalking;
- a protective order; injunction against harassment; a general court order; or other evidence from a court or prosecuting attorney that the employee or employee's family member appeared or is scheduled to appear, in court in connection with an incident of domestic violence, sexual violence, abuse or stalking;
- a signed statement from a domestic violence or sexual violence program or victim services organization affirming that the employee or employee's family member is receiving services related to domestic violence, sexual violence, abuse or stalking;
- a signed statement from a witness advocate affirming that the employee or employee's family member is receiving services from a victim services organization;
- a signed statement from an attorney, member of the clergy or a medical or other professional affirming that the employee or employee's family member is a victim of domestic violence, sexual violence, abuse or stalking; or
- the employee's written statement affirming that the employee or the employee's family member is a victim of domestic violence, sexual violence, abuse or stalking, and that the earned paid sick time was

taken for one of the purposes described above.

Documentation provided to Benedictine University should not explain the nature of the employee's or a family member's health condition or the details of the domestic violence, sexual violence, abuse or stalking.

### **Payment**

Earned paid sick time will be paid at the same hourly rate the employee earns from their employment at the time the employee uses such time, but no less than the applicable minimum wage, unless otherwise required by applicable law. Use of earned paid sick time is not considered hours worked for purposes of calculating overtime.

### **Carryover and Payout**

The employee may carry over up to 40 hours of accrued, unused earned paid sick time to the following calendar year. Unused earned paid sick time will not be paid at separation.

### **Enforcement & Retaliation**

Retaliation against the employee who requests or uses earned paid sick time is prohibited. The employee has the right to file a complaint if earned paid sick time as required by law is denied by an employer or if the employee is subjected to retaliation for requesting or taking earned paid sick time. The Arizona Industrial Commission's contact information is as follows: 800 W. Washington Street, Phoenix, AZ 85007 / 602-542-4515 / [www.azica.gov](http://www.azica.gov).

Questions about rights and responsibilities under the law can be answered by Human Resources.

## **Section 7 - ILLINOIS ADDENDUM**

### **7-1. DISCRIMINATION AND NON-HARASSMENT (INCLUDING SEXUAL HARASSMENT)**

In compliance with the Illinois Human Rights Act ("Act") and any other related federal or local law/ordinance, all employees have the right to be free from unlawful discrimination or harassment (including sexual harassment). This means that employers may not treat people differently based on race, age, gender, pregnancy, disability, sexual orientation or any other protected class named in the Act or any other related federal or local law/ordinance. This applies to all employer actions, including hiring, promotion, discipline and discharge.

It is Benedictine University's policy to prohibit intentional and unintentional discrimination or harassment (including sexual harassment) of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local law (referred to as "protected characteristics"). Benedictine University also prohibits retaliation. All such conduct will not be tolerated by Benedictine University.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one engages in discrimination or harassment (including sexual harassment) of another individual in the workplace, including while on Benedictine University premises, while on Benedictine University business (whether or not on Benedictine University premises) or while representing Benedictine University. In addition to being a violation of this policy, discrimination, harassment or retaliation based on any protected characteristic as defined by applicable federal, state or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual reported or filed a complaint of discrimination or harassment (including sexual harassment) or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of discrimination or harassment (including sexual harassment) as defined by applicable federal, state or local laws or helped others exercise their right to complain about discrimination or harassment (including sexual harassment) as defined by applicable federal, state or local laws are unlawful.

#### **Reasonable Accommodation**

Employees also have the right to reasonable workplace accommodations based on pregnancy, disability, religious beliefs or any other reason required by applicable federal, state or local laws. This means employees can ask for reasonable changes to their job if needed because they are pregnant or disabled or because of their religious beliefs or any other reason required by applicable federal, state or local laws.

#### **Discrimination Defined**

Discrimination under this policy generally means treating an individual differently or denying or granting a benefit to an individual because of any actual or perceived protected characteristic as defined under federal, state or local law/ordinance.

## **Harassment Defined**

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

## **Sexual Harassment Defined**

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, request for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejections of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or request have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault or blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.

## **Benedictine University Reporting Procedures**

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to the Head of Human Resources. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact any member of

management. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

### **Investigation Procedures**

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. Employees must cooperate with all investigations conducted pursuant to this policy.

### **Retaliation Prohibited**

In addition, Benedictine University will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

### **Additional Reporting Procedures**

Aside from the internal complaint process at Benedictine University described above, employees may choose to file a charge/complaint of discrimination or harassment (including sexual harassment) with the Illinois Department Human Rights (IDHR).

The charge process for violations of the law can be initiated by completing the form at [www.illinois.gov/dhr](http://www.illinois.gov/dhr) or by contacting the IDHR at [IDHR.Intake@illinois.gov](mailto:IDHR.Intake@illinois.gov), or either of these offices:

Chicago Office  
555 W. Monroe St., 7<sup>th</sup> Floor  
Chicago, IL 60661  
(312) 814-6200  
(866) 740-3953 (TTY)  
(312) 814-6251 (Fax)

Springfield Office  
535 W. Jefferson Street, 1st Floor  
Springfield, IL 62702  
(217) 785-5100  
(866) 740-3953 (TTY)  
(217) 785-5106 (Fax)

Employees also can contact the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703.

## **7-2. PREGNANCY ACCOMMODATIONS**

In compliance with Illinois law, Benedictine University will not discriminate against employees because of pregnancy; will engage in a timely, good faith, and meaningful exchange with employees affected by pregnancy, childbirth or related conditions; and will endeavor to provide a reasonable accommodation unless doing so will impose an undue hardship on the ordinary operation of Benedictine University business.

Such accommodations include modifications or adjustments to the work environment or circumstances under which the employee's position is customarily performed, including but not limited to more frequent or longer bathroom, water intake, or rest breaks; private non-bathroom space for expressing breast milk and breastfeeding; seating accommodations or acquisition or modification of equipment; assistance with manual



labor, light duty, or a temporary transfer to a less strenuous or non-hazardous position; job restructuring or a part-time or modified work schedule; appropriate adjustment or modifications of examinations or training materials; assignment to a vacant position; or providing leave to recover from childbirth or pregnancy.

Employees will not be required to accept an accommodation that they did not request or to which they did not agree, nor will they be forced to take leave if another reasonable accommodation is available.

The employee may be required to provide certification from a health care provider concerning the need for a reasonable accommodation to the same extent such a certification is required for other conditions related to a disability. A certification should include:

- medical justification for the requested accommodation(s);
- a description of the reasonable accommodation(s) medically advisable;
- the date the accommodation(s) became advisable; and
- the probable duration of the reasonable accommodation(s).

Benedictine University will not deny employment opportunities or take adverse employment action against employees if such decision is based on Benedictine University's need to make a reasonable accommodation, and Benedictine University will not retaliate against employees who request an accommodation or otherwise exercise their rights under the Illinois Human Rights Act.

The Illinois Human Rights Act is enforced by the Illinois Department of Human Rights ("IDHR"). The charge process for violations of the law can be initiated by contacting the IDHR at any of the offices shown below or by completing the form at <https://www2.illinois.gov/DHR/Pages/default.aspx>.

Chicago Office	Springfield Office
100 W. Randolph St.	535 West Jefferson
10th Floor	1st Floor
Intake Unit	Intake Unit
Chicago, IL 60601	Springfield, IL 62704
(312) 814-6200	(217) 785-5100

Employees with questions or concerns regarding this policy or who would like to request an accommodation should contact Human Resources.

### **7-3. SICK DAYS**

Full-time employees working annual hours of 2080 are eligible to receive ninety-six (96) paid sick hours each year. Sick time must be used in at least four-hour increments. Time is pro-rated case on annual hours.

Sick days must be taken during the year they are received. Accrued, unused sick time cannot be carried over from one year into the next and is not paid out at separation.

While sick time is intended to cover illnesses, employees may also use earned sick time for non-illness related reasons of any kind whatsoever.

## **7-4. WITNESS LEAVE**

Employees called to serve as a witness in a judicial proceeding must notify their supervisor as soon as possible.

Employees attending judicial proceedings in response to a subpoena will not be disciplined for their absence.

## **7-5. CHILD BEREAVEMENT LEAVE**

Employees who are eligible for leave under the federal Family and Medical Leave Act (FMLA) and who suffer the loss of a child may take up to two (2) weeks of unpaid leave for any or all of the following purposes:

- to attend the funeral or alternative to a funeral;
- to make arrangements necessitated by the death of the employee's child; or
- to grieve the death of the employee's child.

For purposes of this policy, "child" means the employee's son or daughter who is a biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing in loco parentis.

Leave under this policy is only available to employees who have not exhausted their FMLA leave entitlement at the time bereavement leave is requested. In the event of the death of more than one (1) child in a 12-month period, the employee may take up to a total of six (6) weeks of bereavement leave during the 12-month period. Bereavement leave must be completed within 60 days of the date on which the employee received notice of the death of the child.

The employee requesting leave under this policy generally must provide Benedictine University with at least 48 hours' advance notice of the intention to take bereavement leave, unless providing such notice is not reasonable and practicable under the circumstances.

Employees may elect to use available paid time off while taking leave under this policy.

Benedictine University may require reasonable documentation in connection with leave taken under this policy.

Employees will not be subject to adverse action for exercising rights or attempting to exercise rights under this policy, opposing practices that they believe to be in violation of this policy or supporting the exercise of rights of another under this policy.

## **7-6. VOTING LEAVE**

Employees who are eligible to vote in an election may request up to two (2) hours with pay to vote while polls are open.

Employees must notify Benedictine University of their intention to vote at least one (1) week prior to Election Day.

## **7-7. VOLUNTARY EMERGENCY WORKERS LEAVE**

Benedictine University will not discharge employees who serve as volunteer emergency workers and are absent from or late to work due to their participation in an emergency situation. Volunteer emergency workers include volunteer firefighters, emergency medical technicians, ambulance drivers or attendants, first responders, members of county municipal emergency services and disaster agencies, and auxiliary policemen or deputies. Employees must make a reasonable effort to notify Benedictine University that they may be absent from or late to work.

## **7-8. FAMILY MILITARY LEAVE ACT**

Benedictine University will grant eligible employees up to 30 days of unpaid family military leave if their spouse or child is called to military service with the State or the United States for more than 30 days. Family military leave must be taken during the time federal or state deployment orders are in effect.

To be eligible, the employee must have been employed for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the request for family military leave. Employees may take family military leave only if they have exhausted all accrued vacation, personal, compensatory and other leave, except sick and disability leave.

The request for leave must be made at least 14 days in advance if the leave will consist of five (5) or more consecutive work days. If the leave will consist of less than five (5) days, the request must be made with as much advance notice as is practicable.

Employees that take family military leave may elect to continue benefits at their own expense during the leave.

Employees that take family military leave will be reinstated to the position they held before commencing leave, or to a position with equivalent seniority, status, employee benefits, pay and other terms and conditions of employment.

Employees must provide certification from the proper military authority to verify their eligibility for the family military leave requested.

## **7-9. LEAVE FOR DOMESTIC, SEXUAL AND GENDER VIOLENCE OR OTHER CRIMES OF VIOLENCE**

In accordance with the Illinois Victims' Economic Security and Safety Act, employees who are the victims of domestic violence, sexual violence, gender violence or any other crime of violence or who have family or household members who are the victims of domestic violence, sexual violence, gender violence or any other crime of violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, gender violence or any other crime of violence, may be eligible for up to 12 weeks of unpaid leave within any 12-month period, and upon return will be restored to the same or an equivalent position.

Employees may elect to substitute any or all annual or vacation leave, personal leave and sick leave during the otherwise unpaid leave. This substitution of paid leave does not extend the total allowed leave period but runs concurrently with it. Leave under this policy also runs concurrently with Family and Medical Leave when the reason for the leave qualifies for Family and Medical Leave, such as for a serious health condition. In these

situations, the leave does not extend any unpaid time available to the employee under Family and Medical Leave.

### **Reasons for Leave**

Eligible employees may take leave under this policy so that they or a member of their family or household may take part in one or more of the following actions:

- seek **medical attention** for or recover from physical or psychological injuries caused by domestic violence, sexual violence, gender violence or any other crime of violence;
- obtain services from a **victim's services** organization;
- obtain **psychological or other counseling**;
- participate in **safety planning**, including temporary or permanent relocation, or other actions to increase their physical safety or economic security; or
- seek **legal assistance** or remedies to ensure their health and safety, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence, sexual violence, gender violence or any other crime of violence.

For purposes of this policy, "family or household member" means a spouse or party to a civil union, parent, grandparent, child, grandchild, sibling, or any other person related by blood or by present or prior marriage or civil union, other person who shares a relationship through a child, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee and persons jointly residing in the same household.

### **Notice of Need for Leave**

Eligible employees must provide Benedictine University with at least 48 hours advance notice of the need for leave, unless such notice is not practicable.

### **Certification of the Need for Leave**

To request leave, the employee must supply Benedictine University with a sworn statement from the employee that the employee or a family or household member is a victim of domestic violence, sexual violence, gender violence or any other crime of violence and that leave is necessary for one of the reasons described above.

The employee seeking leave also must provide supporting documentation from one of the following sources if the employee has possession of such document:

- a victim's services organization;
- a member of the clergy;
- an attorney;
- a medical or other professional from which the employee or family or household member has sought assistance;
- a police report or court record; or
- any other corroborating evidence.

### **Employee Benefits**

During an approved leave, Benedictine University will maintain the employee's health benefits as if the employee continued to be actively employed.

If paid time off is substituted for unpaid leave, Benedictine University will deduct the employee's portion of the any applicable health plan premium as a regular payroll deduction.

If the employee's leave is unpaid, the employee must make arrangements with Human Resources prior to taking leave to pay their portion of any applicable health insurance premiums each month.

If the employee elects not to return to work at the end of the leave period, the employee will be required to reimburse Benedictine University for the cost of the health benefit premiums paid by Benedictine University for maintaining coverage during the unpaid leave period, unless the employee cannot return to work because of continuation, recurrence or onset of domestic violence, sexual violence or gender violence or other circumstances beyond the employee's control.

### **Intermittent and Reduced Schedule Leave**

Unpaid leave may be taken consecutively, intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual number of hours you work per work week or work day).

### **Periodic Reports**

During a leave, the employee must provide periodic reports (at least every 30 days) regarding the employee's status and any change in the employee's plans on returning to work.

### **Enforcement and Retaliation**

Employees will not be subject to discharge, harassment or discrimination for exercising rights or attempting to exercise rights under this policy, opposing practices that they believe to be in violation of this policy or supporting the exercise of rights of another under this policy.

If employees have any questions regarding this policy, they should contact Human Resources.

## **7-10. SCHOOL VISITATION LEAVE**

Parents and guardians having custody of schoolchildren from kindergarten through Grade 12 are provided up to eight (8) hours per year of unpaid time off (not to exceed four (4) hours in any single day) to attend school conferences or classroom activities related to the child if the conference or classroom activities cannot be scheduled during nonwork hours. Benedictine University may require proof that the employee attended school conferences or classroom activities related to the child. Employees first must exhaust all accrued paid time off, then they may take unpaid time off for this purpose. However, employees will be given the opportunity to make up any lost work time. Seven (7) days' written notice (except in emergency situations when 24-hours' notice is sufficient) must be given to the supervisor or manager before taking any time off for school children. Employees must consult with Benedictine University to schedule their leave so as not to unduly disrupt operations.

## **7-11. BUSINESS EXPENSE REIMBURSEMENT**

This policy establishes the procedures all employees must follow when they are required to incur business-related expenses on behalf of Benedictine University.

Employees are expected to use good judgment regarding all expenses incurred while conducting business for Benedictine University. Expenses must be reasonable in the circumstances, necessary and incidental to the

performance of the business involved and for the primary benefit of Benedictine University rather than the employee.

### **Expense Reporting**

Employees must properly substantiate all business expenses submitted for reimbursement in accordance with this policy.

Employees are responsible for properly substantiating all charges incurred on behalf of Benedictine University. All expense reports should be submitted in a timely manner, no later than 30 calendar days from the date the expense was incurred. Expenses submitted more than 30 calendar days after being incurred may be denied for reimbursement, at Benedictine University's discretion.

Employees are expected to submit original receipts or other supporting documentation for all business expenses incurred on behalf of Benedictine University in accordance with this policy. However, if a receipt or other supporting documentation is missing, lost or nonexistent, employees should contact Business Office to discuss whether reimbursement may still be available.

### **Reimbursement**

There are limits on the types and amounts of expenses that will be reimbursed, as follows:

1. Benedictine University will not reimburse employees for any of the following types of expenses: alcohol, stretch limousines, traffic tickets incurred while traveling on business and parking tickets incurred while traveling on business.
2. Benedictine University will not reimburse employees for any expenses that are not required or that primarily benefit employees, rather than Benedictine University.
3. any other expenses that, in Benedictine University's discretion, are unreasonable, extravagant, or not business-related, will not be reimbursed by Benedictine University.

Expenses that violate any of the guidelines above will not be reimbursed unless the employee received approval from management, in writing, prior to incurring the expense.

Benedictine University assumes no responsibility to reimburse employees for expenses that are not in compliance with this policy.

## GENERAL HANDBOOK ACKNOWLEDGMENT

This Employee Handbook is an important document intended to help employees become acquainted with Benedictine University. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because Benedictine University's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Handbook.

**I have received and read a copy of Benedictine University's Employees Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of Benedictine University at any time.**

**I further understand that unless I have a contract of employment or have been awarded tenure with the University, my employment is terminable at will, either by myself or Benedictine University, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.**

**I understand that no representative of Benedictine University other than the President may alter "at will" status and any such modification must be in a signed writing.**

**I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of Benedictine University's Employee Handbook.**

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this acknowledgment should be given to Human Resources - it will be filed in your personnel file.

## RECEIPT OF NON-HARASSMENT POLICY

Benedictine University's policy prohibits intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by Benedictine University.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one harasses another individual in the workplace, including while on Benedictine University premises, while on Benedictine University business (whether or not on Benedictine University premises) or while representing Benedictine University. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

### **Harassment Defined**

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

### **Sexual Harassment Defined**

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violates this policy include, but are not limited to:



1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.

### **Reporting Procedures**

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to any member of management. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

### **Investigation Procedures**

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

### **Retaliation Prohibited**

In addition, Benedictine University will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

I have read and understand, and agree to abide by Benedictine University's Non-Harassment Policy.

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this receipt should be given to Human Resources - it will be filed in your personnel file.