

Dominican University
Employment Handbook

January 2020

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EMPLOYMENT HANDBOOK

Non-Discrimination Policy

It is the policy and practice of Dominican University to provide and promote employment and academic opportunities for all students, faculty and staff members without regard to race, color, sex, gender, age, marital status, order of protection status, religion, sexual orientation, gender identity, medical condition, national origin, ancestry, military status, physical or mental disability, or pregnancy (collectively, “the bases for unlawful discrimination”). All students, faculty and staff members are expected to abide by this policy and to assist in its enforcement.

It is the policy of the University to hire, accept, train, educate, promote, compensate and/or administer all employment and/or academic practices, as the case may be, without regard to any of the bases for unlawful discrimination. Harassment, including sexual harassment, of staff members, students or faculty members because they are members of any of the previously-stated protected groups is strictly prohibited and will not be tolerated. Any student, faculty member or staff member who engages in such prohibited conduct will be subject to appropriate disciplinary action, up to and including termination or dismissal, depending on the seriousness of the conduct in question and the surrounding circumstances.

The University will periodically develop and mandate training programs for students, faculty and staff members in furtherance of this policy.

For all policies related to non-discrimination, please visit the University's [Office of Diversity, Equity and Inclusion](#) website.

Recruiting and Hiring Procedures

Dominican University is committed to hiring, retaining, and promoting a diverse faculty and staff, at levels that meet or exceed that of peer institutions and the national average. The recruitment and hiring procedures at Dominican University are designed to provide a comprehensive approach to hiring staff and faculty members. Dominican University views faculty and staff diversity broadly to include racial, ethnic and gender diversity as well as faculty from different backgrounds, perspectives, and points of view.

Search Process for Full-time Faculty

In the fall of each year the academic Deans and the University Librarian, as part of the strategic and budget planning processes, submit to the Provost *Justification Case Statement* requests for new and replacement full-time faculty positions for the following academic year. *(It is understood that occasionally unanticipated circumstances may generate a request for a faculty position outside of the established cycle; in these cases, the same principles of transparency, accountability, and equity apply.)* The Deans Team reviews all written requests together, through a process designed to achieve consensus about immediate academic affairs priorities within institutional contexts and budget parameters.

Once a position has been formally approved by the President and the Provost in consultation with the Vice President for Finance, the search process proceeds as outlined below.

Initial Steps

1. The college Dean will appoint a search committee (including one member from outside of the immediate area of the search) and name a committee chair and an equity advisor. In the case of a search for a tenure-track faculty member, at least one member of the search committee must be tenured, or—if a college, school, or department does not yet have a tenured faculty member—must be the most senior faculty member of the unit (ordinarily, holding a tenure-track appointment); when constructing a balanced search committee, the principles articulated in the most current version of the Search Toolkit: Increasing Excellence and Inclusion (always a work-in-progress) should be applied.

2. Using the details from the Justification Case Statement, the Dean will provide specific expectations and criteria to draft a position description in consultation with the search committee and other university stakeholders including the Human Resources, the Chief Diversity Officer and the Vice President for Mission and Ministry. Finally, after approval by the Provost, the position is posted on the DU website.

3. The search committee chair will complete a search plan to be reviewed by the CDO or their designee.

4. The search committee chair convenes the search committee for a facilitated conversation with the CDO to discuss the recruitment process, implicit bias, the process for reviewing applicants, interviewing candidates, and arranging on-campus visits for finalists. The Justification Case Statement is shared with the Chief Diversity Officer in advance of the meeting. As necessary, the CDO will share materials for discussion with the search committee in advance of the meeting.

5. Once the search committee identifies an equity advisor, the Chief Diversity Officer assists in the preparation, and support for the equity adviser.

6. The equity advisor assists the committee in following the best practices as specified in the Search Toolkit: Increasing Excellence and Inclusion. The equity advisor's role is to ensure that a candidate's contribution to diversity is fully considered and that the search practices for recruiting and ranking qualified candidates are fair and equitable. The equity advisor will be familiar with the Toolkit and remind the committee of the factors that can affect the hiring of diverse faculty, including implicit or unconscious bias.

Recruitment Process

1. The search committee chair will work with Human Resources (HR) and the CDO to:

- A. Review common sites recommended for faculty postings (Chronicle, Inside Higher Ed). Discuss other possible advertising options aimed at yielding a diverse pool of qualified applicants within specific disciplines. Discuss costs and post as appropriate within budget guidelines.
- B. Advertising costs are the responsibility of the hiring office/department unless otherwise specified. The Dean must approve all expenses related to the search.

2. Human Resources will ensure that all search committee members have access to the online recruiting system. HR will ensure that everyone receives training documentation to fully utilize the online recruiting system to review candidate application materials.

3. All applicants for any Dominican University job opening will receive an acknowledgement of their application once submitted.

Selection/Interview Process

1. The search committee chair must ensure that the candidates' qualifications and experiences are reviewed fairly.

2. The committee reviews applications of all qualified candidates, ordinarily identifying no more than three applicants to be interviewed on campus. Prior to approving the on-campus finalists, the Dean reviews salary expectations indicated by applicants in their online applications and, if necessary, contacts prospective finalists to discuss salary before they are invited to campus. An official academic transcript of the highest degree earned should be received and reviewed by the Dean before a finalist is invited to campus.

3. The committee oversees the process through which references are checked by committee members and/or the Dean or search committee chair, ordinarily before top candidates are invited to campus. References obtained by telephone must be documented by a memorandum to the applicant's file.

4. The committee organizes the campus interview. Program faculty and students, the Dean, Provost or the Associate Provost, Vice President for Mission and Ministry, Chief Diversity Officer, Core Curriculum Director (if appropriate), and President ordinarily also interview all leading candidates in addition to the search committee. A brief (15 minute) meeting with HR is also scheduled to provide an overview of university benefits. Classroom presentations and/or meetings with students have become customary for potential teaching colleagues.

5. The committee frames its recommendation(s) to the Dean, after reviewing patterns of evidence gathered through the full search process, including the campus interviews; the Dean, in turn, makes a recommendation to the Provost.

Hiring Process

The Provost is responsible to ensure the effective implementation of these guidelines and to complete the hiring process.

1. HR will provide a report to the Dean noting all self-reported details on racial, ethnic and gender diversity of each applicant to determine if the recruitment process has engaged qualified candidates from underrepresented groups.

2. The Provost decides whether or not to approve the offer, including the specific terms, after reviewing the recommendation and supporting evidence. The Dean, in consultation with the Provost, has the authority to suspend a search if a search committee has not followed the specified procedures or if there is evidence of insufficient effort to include qualified candidates from underrepresented groups in the applicant pool.

3. The Provost advises the Dean to extend the offer of employment in writing, using a standard template supplied by the Provost, with copies to the Office of the Provost, Office of the President, and Human Resources. All offers are contingent upon the results of the background screening. Once an offer has been made, candidates will be asked to complete the background screen release. Results of the

screenings generally take 24-48 hours. In some cases where there are extensive records (multiple names and/or addresses), results may take more than 48 hours.

4. The Dean receives and processes the formal request through Human Resources for a new hire when an offer has been accepted;

5. *Note: No appointment can be formalized until the candidate has filed certified copies of official transcripts for the highest degree earned with the Office of the Dean.*

Search Conclusion

1. HR will remove the posting, and the new hire will be invited to start the online onboarding process.

2. The posting and application files will remain accessible online for hiring managers/search chairpersons.

3. Search committee chair or designee will inform any candidates who interviewed on campus that the search has ended.

4. HR will notify any candidates who were not interviewed on campus.

Periodic Review and Compliance

Beginning in 2022, the Provost will meet every third year with the Executive Director of Human Resources, the Vice President for Mission and Ministry, and the Chief Diversity Officer to review this policy and determine whether the process has successfully engaged qualified women and candidates from underrepresented groups. The Climate, Equity and Inclusion Committee will also review the policy every third year to ensure the university's progress towards achieving excellence and inclusivity through diversity.

HR will stay informed on federal and state laws and institutional policies affecting hiring practices.

Recruitment and Hiring of Staff

The steps below are the responsibility of the search chair or hiring manager unless otherwise specified. Each step in the process should be reviewed and followed in order to ensure that recruitment and hiring decisions are consistent with the mission and the strategic goals of the University.

Prior to conducting a search, a supervisor should determine whether the job duties could be performed using current staff or faculty members. If not, a job description must be created that clearly defines the role and duties of the position and submitted Human Resources for review.

New and Replacement Positions

Recruitment Process

- Hiring manager will work with Human Resources to :
 - Review the job description and approve language for posting;
 - Post the position on the DU jobs site;
 - Discuss possible advertising options aimed at yielding a diverse pool of qualified applicants. Discuss costs and post as appropriate within budget guidelines.

- Human Resources will ensure that the hiring manager and members of the search team receive training documentation to fully utilize the online recruiting system to review candidate resumes and applications.
- Advertising costs are the responsibility of the hiring office/department.

Candidate Review

- The hiring manager and committee must ensure that the candidates' qualifications and experiences are reviewed fairly.
- A meeting with the Chief Diversity Officer to understand the impact of implicit bias is required for senior level leadership positions, and encouraged for other positions.

Selection/Interview Process – Committee responsibilities

- Screen resumes and determine top candidates.
- Conduct phone interviews to confirm interest and understand the candidates' salary expectations.
- Invite final candidates to campus for interviews. *Costs associated with travel, etc. are the responsibility of the hiring office/department.*
- Determine which constituents should be invited to interview the candidates.
- Set up the interview schedule. *Include a 15 minute meeting with a member of the Human Resources staff for a review of university benefits package.*

Hiring Process

- After the interview process is completed, obtain feedback from all interviewers to determine the top candidate.
- All offers, verbal and written, should be reviewed with HR before they are extended to the candidate.
- All offers are contingent upon the results of the background screening. Once an offer has been made, candidates will be asked to complete the background screen release. Results of the screenings generally take 24-48 hours. In some cases where there are extensive records (multiple names and/or addresses), results may take more than 48 hours.
- HR will provide a sample offer letter for staff positions. Once a candidate accepts the position and the background results are returned, if applicable, the search chair should then contact the other applicants who visited campus to advise them that the position has been filled; this

notification is typically done by phone. All other applicants will be notified by email once the position is closed.

- Once the offer is accepted, submit a copy of the offer letter and a Payroll Authorization Form to HR confirming salary and start date.
- The posting will be removed, and the new hire will be invited to start the online onboarding process.
- The posting and application files will remain accessible online for hiring managers/search chairpersons.

Onboarding

- All onboarding for faculty and staff will be completed online.
- New employees should meet with a member of the Human Resources staff on or before their first day of employment to complete necessary paperwork and review applicable benefits.
- For all staff, the first ninety-days of employment serve as an initial probationary period. The probationary period allows a staff member to adjust and adapt to the job demands and the work environment. During this time, the manager is also assessing the staff member's skills and ability to become a contributing member of the department. In exceptional cases, the probationary period may be extended upon recommendation of the manager. Staff members are eligible for all applicable benefits during this period.
- Employment in the State of Illinois is considered at-will, meaning that an employee may be terminated without notice and is free to resign without notice.

Relocation Expenses

Newly appointed full-time faculty members may be reimbursed up to \$4,000 for relocation expenses. The following guidelines apply and will determine the total amount provided for relocation. New administrative hires resulting from a national search may also qualify for relocation expense reimbursement.

- This policy applies to moves of more than 50 miles, which is the minimum distance established by the IRS. Reimbursement for moves of less than 50 miles is taxable income to the employee.
- New faculty members or administrators must request relocation assistance in advance of the date expenses are incurred and must, ordinarily, submit three competitive estimates prior to the move. Reimbursement will be paid only if the new faculty member or administrator has received advance approval from the appropriate Dean or vice president.
- The move must occur after the job offer or appointment is given. All relocation must, ordinarily, be completed within 12 months of the start of employment.
- Eligible expenses are those involved in a single move of household effects only. This includes packing, crating, transporting and storage for up to 30 days. Reimbursement is also available for expenses related to travel/food/lodging.
- The faculty member or administrator is required to submit an itemized accounting, including original receipts for the amount of reimbursement requested, to the appropriate Dean or vice president.

- Real estate expenses and utility and phone installation are not covered.
- If the faculty member or administrator voluntarily separates from Dominican within one year of appointment, 50 percent of the relocation expenses must be repaid to the University.
- A faculty member or administrator who is terminated for disciplinary reasons within one year of initial appointment is required to reimburse Dominican University for 100 percent of the relocation expenses.

Promotion and Transfer

Faculty

See Chapter 12 of the Faculty Handbook for details regarding faculty promotions.

Staff

It is the policy of the University to post job vacancies and, whenever possible, fill those vacancies by promotion or transfer within the University. Promotions and transfers are based on ability, past job performance, experience, education and needs of the department. A position created as a result of restructuring or promotion within a department may not require posting if a current staff member from the department is qualified to fulfill the responsibilities. Promotions and shifts in responsibilities within a department are handled at the discretion of the supervisor in consultation with the vice president or dean of his/her area and the director of human resources.

A promotion advances a staff member to a different job carrying greater responsibility than his/her previous job and is ordinarily accompanied by an increase in pay.

A transfer changes a staff member's work assignment from one department to another with comparable or, in some cases, less responsibility and is ordinarily accompanied by an equal or lower rate of pay.

Job vacancies are posted on the University web site as they become available. Relevant experience, the ability to do the job, and previous work performance are factors considered in determining whether an applicant is qualified for a particular position. Indication of interest in an opening should not affect the staff member's current status. The starting date in the position to which a staff member is promoted or transferred should normally occur within four weeks of acceptance unless otherwise agreed upon.

Staff members should complete at least one year in their current position before considering applying for another position at the university. As a courtesy, internal applicants should notify their current supervisor prior to applying for a position in another department.

Promotions or transfers may be initiated by the University based on the needs of the department.

Work Authorization

This policy is designed to provide a consistent approach whereby Dominican University will assist faculty and staff members with applications for temporary visas and/or with the application for permanent residency. This is intended to serve as guidance on the University's position on assisting faculty and staff members with immigration expenses. It is not a complete outline of the actual immigration process. Decisions not covered by this policy will be made on a case-by-case basis.

Temporary Worker Visas

Employment of anyone who is not a U.S. worker (holds a “green card”) requires special procedures and must be discussed with the Human Resources prior to the extension of an offer. Human Resources will coordinate the processing of H-1B and/or other temporary employment-related visas for faculty and staff foreign nationals seeking permission to work in the United States at Dominican University.

Human Resources will initiate the process upon receiving a copy of the accepted offer letter from the department (for staff members) or a signed faculty contract specifying the terms and conditions of employment from the provost. **Time is of the essence for these applications: all selected candidates must be able to demonstrate authorization to work in the United States by his/her start date.**

The University will pay the filing fees, postal/courier fees for filing documents with USCIS and the fees and actual expenses of any outside attorney the University selects for the H-1B or other temporary employment related visa applications. The University will pay only necessary costs and fees for the *faculty or staff member’s* position.

The following are expenses not paid by the University:

- Any fees or costs related to the immigration of spouse, children, parents or anyone else;
- Travel of applicant to meet with immigration attorney or USCIS officials;
- Cost of physical examinations or other medical or psychological reviews;
- Costs of evaluating foreign academic credentials or translations of foreign documents, except where the law otherwise requires the University to pay such costs; and
- Cost of telephone calls initiated by applicant.

A part or all of the “premium processing fee” assessed by USCIS for expedited handling of application may be paid by the University, on a case-by-case basis, provided that the department and/or provost approves the circumstances and agrees to the fee. While the decision to pay for premium procession is reserved to the University’s sole discretion, nothing herein prevents the sponsored employee from paying this fee for expedited processing.

Permanent Residency (“Green Card”)

Any faculty or staff member who wishes to apply for permanent residency must obtain the approval of his/her department chair, dean and provost (for faculty members) or the department head and the unit vice president. Before the University will prepare, or assist in, the petitioning to obtain permanent residency, the appropriate senior officer (provost or vice president) must provide written approval to Human Resources authorizing the processing of the appropriate petition(s). Human Resources will then coordinate the processing of employer aspects of permanent residency applications for foreign nationals working at the University. Human Resources will notify the relevant department(s) regarding the timing and content of any public notices regarding the petitioner’s position at the University.

The employee must work through a university retained immigration attorney for such petitions. The payment of filing fees, costs, and attorney fees/expenses for such matters will be governed by the following guidelines:

- Where an application requires a labor certification, the University will pay all necessary costs associated with the labor certification process. This includes attorney fees for the process and an audit, to the extent one occurs, as well as costs associated with recruitment.
- The University will pay the attorney fee and regular filing fee for an I-140 visa petition and for the sponsored employee's adjustment of status of application or immigrant visa process.

The following costs and expenses are not paid for by the University:

- Attorney and filing fees associated with the immigrant visa/adjustment of status process for a sponsored individual's family members.
- The costs of premium processing an I-140, except to the extent that the University determines in its sole discretion that such costs should be covered.
- Travel of applicant to meet with immigration attorney or USCIS officials;
- Cost of physical examinations or other medical or psychological reviews;
- Costs of evaluating foreign academic credentials or translations of foreign documents;
- Costs of waiver requests or other applications warranted by circumstances impacting an individual employee's admissibility to the United States; AND
- Cost of telephone calls initiated by applicant.

Separation from the University

Faculty

Separation of faculty members from Dominican University may occur through expiration or non-renewal of appointment, resignation, retirement, or termination by the University. See Chapter 16 of the current Faculty Handbook for details.

Emeritus/Emerita Faculty

See Chapter 3 of the Faculty Handbook for definition of Emeritus/Emerita faculty status.

Staff

A staff member who wishes to resign from the University should provide at least two weeks notice. A formal letter of resignation should be given to the immediate supervisor with a copy to Human Resources. A member of Human Resources will contact the staff member to schedule an exit interview in order to review their experience working at the University and to answer any questions they may have regarding the transition including COBRA, vacation accruals, final paycheck, etc.

Resigning staff members must work on their last day of employment. The staff member's last day cannot be taken as a vacation, personal or sick day. If the scheduled final day falls on a University holiday, the staff member must work the day after the holiday in order to be paid for the holiday. For example, if a staff member resigns effective November 25, and that day is the Friday after Thanksgiving,

the staff member must work the following Monday in order to receive payment for the Thanksgiving holiday. Otherwise, the resignation would be made effective (in this example) on Wednesday, November 23, and the staff member would be ineligible to receive the holiday pay.

Rehire After Staff Resignation

Staff members who resign their employment in good standing and are subsequently rehired by the University within one year (12 months) of their resignation date will be reinstated with prior years of service recorded. For example, a staff member who resigned after six years of active employment and is rehired nine months later will be reinstated with six years of prior service recorded. The staff member would not receive credit for the time that he/she was not employed by the University; in the example above, the nine months of absence would not be credited towards the staff member's length of service. Vacation and sick time will accrue starting at zero based on the rehire date. The vacation accrual rate will be based on original date of hire.

Staff members who are rehired by the University after an absence of one year (12 months) or more will not be credited with prior years of service. Vacation and sick time will accrue starting at zero based on rehire date. Vacation accrual rate will be based on rehire date, not original date of hire.

General Information – All Employees

Pay at Employment Termination

For routine terminations, if the employee utilizes direct deposit, a final paycheck will be direct deposited on the next regularly scheduled payday. (Those who receive physical paychecks should confirm address for final payment with HR.) The University will deduct any amount owed by the employee for expenses such as tuition fees, parking tickets, or sundry charges from the final paycheck.

For staff, compensation for all unused accrued vacation is included in the final paycheck. Any sick or personal time that has been accrued will not be paid to the staff member. Resigning staff members must work on his or her last day of employment. A staff member cannot schedule vacation past his or her actual last of employment in order to extend the official termination date.

Access to university systems

Network and email access will be disabled on the effective date of termination unless otherwise approved by the Chief Information Officer.

Full-time faculty who are resigning/retiring at the end of the academic year may have email access through June 30.

COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their families the right to choose to continue group health benefits provided by the group health plan for limited periods

of time under certain circumstances such as voluntary or involuntary job loss, reduction in the hours worked, transition between jobs, death, divorce, and other life events. Qualified employees are required to pay 100% of the monthly premium for coverage. They may also be charged a nominal monthly administrative fee.

Full-faculty retiring/resigning at the end of the academic year who are paid over 12 months may opt to maintain their coverage through August of their final academic year. The university will continue paying the employer portion of the premium through the month of August via payroll deduction. The option to enroll in COBRA would be effective in September for these faculty.

Unemployment Insurance

The Illinois Department of Employment Security (IDES) programs provide unemployment benefits to eligible employees who become unemployed through no fault of their own and meet certain other eligibility requirements. IDES notifies Human Resources employee member was terminated for misconduct or a policy violation.

Personnel Records Policy

Human Resources maintains the official personnel record for all employees. Employees may request to review their personnel file within the HR office. Employees are not allowed to remove anything from the files but may request copies of documents in their personnel files. All personnel files are maintained in a secure area.

Employee Information Changes

An employee must notify Human Resources when he/she has moved or changed contact information by completing a [Change of Contact Information Form](#).

If an employee changes his/her legal name, he/she must complete a new employment eligibility verification document (Form I-9) and provide identification documents bearing his/her updated name as listed on the I-9 form.

If an employee has a qualifying event, such as marriage, birth or placement of a dependent child, divorce or death of a spouse/dependent, then he/she should inform Human Resources for adjustments of benefits and income tax withholding. There is generally a thirty-day grace period to adjust benefits. Contact HR for appropriate forms.

Faculty Personnel Records Policy

Because appointment as a faculty member may lead to a continuing relationship with the University, it is essential that there be adequate and detailed documentation to support official actions involving each individual, especially documents which are, or have been or are intended to be used in determining a faculty member's qualifications for employment, promotion, transfer, additional compensation, discharge or other disciplinary action. Basic documents to be found in each faculty member's official personnel file are maintained by the Office of Human Resources or Office of the Provost, and include any personnel documents which are, have been, or are intended to be used in determining that employee's qualifications for employment, promotion, transfer, additional compensation, discharge or

other disciplinary action. Because appointment as a faculty member may lead to a continuing relationship with the University, it is essential that there be adequate and detailed documentation to support official actions involving each individual, especially documents which are, or have been or are intended to be used in determining a faculty member's qualifications for employment, promotion, transfer, additional compensation, discharge or other disciplinary action. Basic documents to be found in each faculty member's official personnel file are maintained by the Office of Human Resources or Office of the Provost, and include any personnel documents which are, have been, or are intended to be used in determining that employee's qualifications for employment, promotion, transfer, additional compensation, discharge or other disciplinary action.

Confidentiality of Faculty Personnel Records

Faculty Personnel Records are confidential and are customarily available, on a need-to-know basis only, to the Board of Trustees, the President or the University's Legal Counsel, the Provost, Associate Provost, members of the applicable Faculty Committee, the Director of Human Resources, the individual faculty member, or other appropriate members of the University community specifically designated in writing and signed by the President. For a valid reason, the faculty member may authorize in writing access to the faculty member's file by a person not indicated above. Further, the University may permit access to and copying from such files, pursuant to lawful requests and identification of federal, state or local agencies relevant to investigations, hearings or other proceedings pending before such agencies or the courts.

Correcting Information

If the files contain inaccurate information, the faculty member may request the Provost or the Director of Human Resources to make corrections. If, in their judgment, the information cannot be changed, the faculty member may submit explanatory materials which will become part of the faculty member's file. No anonymous, unsigned material should be included.

Disposition of Files Upon Resignation or Dismissal

Faculty records stay in the Office of the Provost for three years after the termination of the faculty member's appointment.

Compensation Policies

Dominican University is committed to maintaining compensation policies that are fair and equitable and will :

- Attract and retain highly qualified staff members;
- Ensure internal equity based on similar positions, roles, and responsibilities within the university;
- Pay wages that are competitive compared to appropriate peer groups and benchmarks using external data (AAUP, CUPA); and
- Comply with all state and federal laws and regulations.

General Compensation Policies – All employees

Wage Information Policy

The amount of an employee's earnings is considered confidential and should be treated accordingly by all personnel. Such information may be released in writing to authorized parties, such as lenders, only

with the employee's written consent. Human Resources may release basic employment information, such as status, job title and employment dates without an employee's written consent. Other personal information, such as home address, social security number or contact information is considered confidential.

Paychecks

Full-time faculty contracts, though typically nine months, are based on a ten-month payment cycle, with the first check issued on September 15th and the tenth issued on June 15th. Full-time faculty members may elect to receive their salaries over 12 months (beginning on September 15th and ending on August 15th).

Administrative staff are paid monthly on the 15th of each month.

General (hourly) staff are paid on a bi-weekly cycle every other Thursday.

When the 15th of the month falls on a Saturday or Sunday, checks will be issued on the previous Friday.

If payday falls on a bank or university holiday, pay day will generally be the last business day prior to the holiday.

HR will provide information on any pay cycle changes in a timely manner.

Direct Deposit

All employees, both full-time and part-time, are strongly encouraged to arrange for direct deposit of their paychecks into their bank accounts through Human Resources.

For *faculty*, if direct deposit is not a possible or desirable option, physical paychecks are sent by Human Resources to the Dominican University mailroom for distribution, either through campus mailboxes or through the U.S. Postal Service.

For *staff*, if direct deposit is not a possible or desirable option, physical paychecks made available for pick-up in Student Accounts.

If physical checks are lost, stolen, or damaged, please contact Human Resources for a replacement check. Please note, it may take up to 5 business to cancel the original check and re-issue a replacement.

Eligibility for Salary Increase

Dominican University generally recommends a salary increase to the Board of Trustees as part of the annual budget process depending on the university's overall financial capacity. Eligibility for approved increase is based on hire or promotion date and performance. Employees must be in their current position for at least 6 months to receive any approved increase. Any additional guidelines for eligibility will be determined and communicated when increases are announced.

Salary Advances

After six months of service, an employee may request an advance on his/her salary earned for medical, family or other unforeseen emergencies. All advances must receive the approval of the director of

Human Resources. The full amount of the advance will be deducted from the employee's next paycheck. Only one salary advance may be made in a twelve-month period. The university reserves the right to deny requests for salary advances.

A completed [Application for Salary Advance Form](#) must be submitted to human resources.

Social Security and Worker's Compensation

Dominican University participates in the Federal Social Security Program and complies with the worker's compensation laws of the State of Illinois. Any employee hurt or injured while at work should report the incident to Human Resources as soon as possible. The employee should also file an incident report through Campus Safety. Worker's compensation claims will be sent to the insurance company by Human Resources.

Compensation Benchmarking

Dominican University strives for internal and external equity in compensation. The University benchmarks employee compensation against peer and aspirant institutions as well as like-institutions in the Chicago market.

Faculty Salary Benchmarking

Data from the American Association of University Professors (AAUP) reviewed annually in the spring to ensure that faculty salaries are competitive. For internal equity purposes, the Office of Institutional Effectiveness runs an annual regression analysis using rank, years at rank, years at Dominican and CUPA discipline/market weight as critical variables. Salary adjustments may be recommended by the provost if data indicates that a faculty member's salary level is significantly below the reported benchmarks. If approved by the president and the vice president for finance, equity adjustments are generally effective July 1.

Administrative and General Staff Salary Benchmarking

Data from College and University Personnel Administrators (CUPA) is reviewed annually to ensure that staff salaries are competitive. Data for the Chicago metropolitan area from the Bureau of Labor and Statistics may also be used as a benchmark for positions that are not university specific. Salary/wage adjustments may be recommended for specific positions if data indicates that the Dominican salary level is significantly below the reported median for comparison group. If approved by the president and the vice president for finance, equity adjustments are generally effective July 1.

CUPA data is also used as a guide to establish salaries or hourly wages for recruitment purposes.

Full-Time Faculty Compensation

Minimum Base Salary by Rank

Minimum base salaries are established for full-time faculty by rank. Minimums are reviewed based on AAUP data to ensure competitive rates. For current information on base salary levels, contact Human Resources.

Regular Salary

Regular faculty salaries are for work as outlined in Chapter 5 (Faculty Responsibilities) of the Faculty Handbook. Regular salary information is reported to all employees on their individual Compensation and Benefits Statements generated by Human Resources in the first quarter of each year.

Overloads

Compensation for overload courses taught by full-time instructional faculty members is at a flat rate.

Salary Increase for Promotion

Full-time faculty members receive a salary increase for promotion in rank. See Chapter 12 of the Faculty Handbook for information on percentages for salary increase for promotion.

Compensation for Summer School Teaching

Full-time faculty members on nine-month contracts (and faculty librarians) who teach summer courses at Dominican University are paid salaries on a per course basis. The appropriate academic Dean has the option to cancel scheduled summer courses for insufficient enrollment. Rather than canceling the course for insufficient enrollment, the Dean may offer the faculty member the option of teaching the course at a reduced salary.

Additional Faculty Compensation

A faculty member's regular employment involves responsibilities for teaching/librarianship, scholarship, and service, as presented in Chapters 6, 7, and 8 of the Faculty Handbook. See Chapter 5, Section A of the Faculty Handbook for details related to additional compensation for responsibilities that exceed this.

Other Faculty Compensation

Adjunct Faculty Salaries

Adjunct faculty members receive course confirmations from Human Resources for their courses in advance of the start of each semester. The confirmation will specify the salary (per course) for the coming semester.

Classes are conditional on adequate course enrollment as defined by the College or School.

Administrative Faculty Teaching Policy

Administrative faculty members who teach outside of their normal working hours are compensated at a special flat rate. For some administrative appointments, teaching may be a part of the expected workload as determined by the dean or the Provost.

Administrators at the Vice President or Dean level are not compensated for any courses they teach, regardless of when they are taught.

Retired Faculty Salaries

Teaching contracts are not guaranteed to faculty members with Emeritus status. However, retired Dominican faculty members with Emeritus status who teach part time as adjuncts will be compensated at the rate of \$5,000 for each course.

Administrative and General Staff Compensation

Monthly Payroll

Administrative staff members' paychecks are issued on the fifteenth of each month. If the fifteenth falls on a holiday, checks will be issued the preceding business day. Should the fifteenth fall on a Saturday or Sunday, checks will be issued on the preceding Friday. The payroll is processed four working days prior to the date checks are issued. Supervisors must review and approve staff members' time off for the pay period prior to payroll processing. Vacation days, sick leave and personal days for administrative staff members are to be recorded in the time and attendance program as they are used and before the payroll is processed. The administrative payroll runs from the 15th of the month to the 14th of the following month.

Biweekly Payroll

General staff members are paid an hourly wage and must record the hours which they worked each day. Paychecks are issued to general staff members on a bi-weekly basis (every other Thursday). Each time record must be reviewed and approved by the department supervisor and must be submitted to the compensation and benefits manager by 9:00am on the Monday preceding the scheduled pay date. Vacation days, sick leave, personal days and overtime are to be recorded as they occur.

Staff Teaching Policy

Dominican University recognizes that many full-time staff members have skills, expertise and knowledge that qualify them to teach courses for the University. Providing them with part-time teaching opportunities supports their personal and professional development and allows the University to meet the needs of our academic units as they seek qualified adjunct professors. Classroom teaching assignments must be outside of their regular full-time work schedule. Exceptions to this policy require the approval of their immediate supervisor and the vice president or cabinet member of their unit and must be submitted in writing to the director of Human Resources. In addition, class preparation and administrative responsibilities associated with teaching (advising, grading assignments, etc) must not interfere with or detract from normal work responsibilities. Compensation for teaching assignments that fall outside of normal work responsibilities must be consistent with normal adjunct pay for the program in which the person will be teaching. Full-time staff members are ordinarily prohibited from teaching more than one course per semester, or more than three classes per academic year. Administrators at the vice president or dean level are not provided with additional compensation for any courses they teach, regardless of when they are taught.

Staff Support for University Sponsored Trips

Dominican University recognizes that many full-time staff members have skills, expertise and knowledge that qualify them to lead or support University sponsored study-away and/or service immersion trips. Providing staff with these opportunities supports their personal and professional development and allows the University to meet the needs of its educational mission.

Participation in these experiences requires:

- 1) Full-time exempt (salaried) employment with at least one year of service completed; and
- 2) the approval of their immediate supervisor and the vice president or cabinet member of their division, submitted in writing to the director of Human Resources. Approval must be received before the staff member may be considered for the opportunity. This approval entails “release time” from the staff member’s ordinary duties for the duration of the trip.

Staff members selected for participation in these experiences are not required to use vacation time while they are engaged in the study away or immersion trip, nor will they be eligible for additional compensation for work performed during the trip, since they have been “released” from their ordinary duties during this time. The administrative programs leading the trips will determine the level, if any, of additional compensation that will be offered to the supporting staff member for “overload” work completed before or after the trip, when the staff member is not receiving any “release time” from their ordinary duties. Any compensation will be communicated as part of the selection process.

Holiday Pay

Full-time and part-time staff members scheduled to work at least 20 hours per week are eligible for holiday pay after the first day of employment.

General staff members must enter the number of hours normally worked into the time and attendance system. Part-time staff members will be paid only for the number of hours they would normally have worked on the holiday. Temporary staff members are not eligible for paid holidays.

General staff members required to work a University-recognized holiday will be paid double-time at the rate of 2 times the normal base rate for the hours worked on the holiday regardless of the total number of hours the staff member has worked during the same week.

Overtime Pay

Overtime is **authorized** time worked in excess of 40 hours during a scheduled workweek for general staff members. Overtime will be compensated at 1 ½ times the normal base hourly rate. Administrative staff members **do not** receive extra compensation for time worked in excess of 40 hours.

University Benefits

The following benefits are offered to full-time faculty, full-time staff and part-time staff who work a minimum of 30-hours per week.

Medical Insurance

The University offers medical coverage for individual, employee plus one, and family coverage. Employees are eligible for coverage beginning on the first of the month following their start date. As part of their new-hire paperwork, all employees are required to either enroll in healthcare coverage or waive coverage. In addition, all employees are given the opportunity to enroll in or change coverage plans during the annual open enrollment period, usually in November for a January 1 effective date.

Changes can be made during the year if the employee has experienced a qualifying event. Common examples of qualifying events include a change in marital status, a change in the number of dependents, or a change in employment status.

Dental Insurance

The University offers dental coverage for individual, employee plus one, and family coverage. Employees are eligible for coverage beginning on the first of the month following their start date. As part of their new-hire paperwork, all employees are required to either enroll in dental coverage or waive coverage. In addition, all employees are given the opportunity to enroll in coverage during the annual open enrollment period, usually in November for a January 1 effective date.

Changes can be made during the year if the employee has experienced a qualifying event. Common examples of qualifying events include a change in marital status, a change in the number of dependents, or a change in employment status.

Insurance Coverage for Second Domiciled Adults

Dominican University allows second domiciled adults (SDAs) and their dependent children to participate in Dominican University's insurance plans. Employees may enroll the SDAs and their dependents during initial enrollment upon hire or during the annual open enrollment period. Certain restrictions apply so please carefully review the policy information below.

General Eligibility Information

In addition to him- or herself, the employee may enroll one additional qualified adult member of his or her household. This can be either a spouse or a second domiciled adult (SDA). Any eligible dependent children may also be enrolled for coverage. Electing to enroll an SDA assumes that neither the employee nor the SDA is married to anyone else.

Definition of a Second Domiciled Adult

- Has lived in the same primary residency as the employee for at least 6 months, and intends to continue living in the same primary residence as the employee
- Shares a close personal relationship with the employee (not a casual roommate or a tenant)
- Jointly responsible with the employee for basic living expenses
- At least eighteen years of age prior to the effective date of the coverage
- Not related by blood to the employee such that the relationship would bar marriage
- Not legally married to any person
- Not receiving benefits from any other employer
- Not eligible for Medicare or Medicaid

Dependent children of the SDA may be covered if they are dependents by natural birth, adoption or guardianship. The SDA portion of the coverage will be on a taxable basis unless the employee submits a completed Declaration of Tax Status to qualify for Tax Favored Health Benefits.

Medical Benefit Plan Eligibility Rules

Second Domiciled Adults may enroll in Dominican's medical insurance plan during annual open enrollment; within 31 days of meeting eligibility requirements; within 31 days of the eligible SDA losing other group coverage due to change in employment status; or within first 31 days of employment, assuming eligibility requirements are met.

In addition to insurance enrollment forms, the employee must also submit the following documents to Human Resources:

- A completed and signed an SDA Affidavit of Eligibility
- A Declaration of Tax Status form if the SDA is eligible for tax-favored health benefits
- Declaration of Tax Status

The SDA portion of the coverage will be on a taxable basis, unless the employee submits a completed Declaration of Tax Status to qualify for Tax Favored Health Benefits.

Employees are encouraged to see Section 152 at www.irs.gov and consult an attorney or tax professional about the specifics related to his or her situation.

Taxation of SDA Benefits Income will be imputed to the employee for the employer portion of the premium paid for any SDA and/or their children who do not meet IRS criteria for tax-favored health benefits. For those ineligible for tax-favored health coverage, Dominican University will establish the fair market value of the health coverage; include this amount in the employee's income when determining income and payroll taxes; report the income on the employee's W-2s; and deduct employee contributions for the SDA and/or their children on an after-tax basis.

SDA Affidavit of Eligibility

Two recent documents that show the SDAs current address to be the same as the employee must be presented along with the completed affidavit. One of the documents must have a date that indicates residency for at least six months. In addition, the University reserves the right to require proof of financial interdependence that can be established by any three of the following:

- Joint lease, mortgage or deed
- Joint ownership of a vehicle
- Joint ownership of a bank account or credit account
- Designation of the SDA as a beneficiary for the employee's life insurance or retirement benefits
- Primary designation under the other's will
- Designation of SDA as holding power of attorney for healthcare.

Flexible Spending Account

Employees may set aside pre-tax dollars to pay for healthcare and dependent care expenses. Employees can enroll in the flexible spending plan at the beginning of his/her employment or during the annual open enrollment period. All employees are required to either enroll or waive this option.

Annual limits are designated by the government. Information regarding limits can be provided by Human Resources at the time of enrollment.

403(b) Retirement Plan

Dominican University participates in the Teachers Insurance and Annuity Association Retirement Program (TIAA). Any full time faculty, full-time or part-time 30 staff member may begin participation in the plan on a voluntary basis immediately upon employment and on attaining the age of 21. Eligible employees may make contributions to TIAA from their gross earnings each pay period up to the annual limit as set by law.

The University will begin matching contributions up to 80% of the first 10% the employee contributes after the individual has completed one year of service. If an eligible employee can provide documentation indicating that he/she has fully vested, fully funded benefits under the terms of an institutional retirement plan (a 403b plan) of a previous employer, the University will waive the one-year waiting period for our matching contribution.

Employees enrolled in TIAA prior to their match eligibility must contact HR after they complete one year of service to initiate the employer match contribution.

Employee contributions are immediately vested at 100%. Employer matching contributions are 100% vested after the employee completes two years of services.

Adjunct faculty and part-time 20 staff members may make contributions to TIAA from their gross earnings each pay period up to the annual limit as set by law but are not eligible for the university matching contribution. Contribution limits are established by the IRS on an annual basis based on age. There is no waiting period for the non-match enrollment.

Section 125

The University participates in a Section 125 Premium Only Plan that allows employees to pay for health and dental insurance premiums on a pre-tax basis. Employees are responsible for a portion of the premium which will be deducted from their paycheck monthly. Flexible spending and TIAA deductions are also on a pre-tax basis.

Life Insurance and Accidental Death and Dismemberment Insurance

Employees are covered in case of death or dismemberment. The University pays the premiums for the benefit of 1.5 times employee's annual salary up to \$250,000.00.

Long-term Disability

The University pays the premiums for long-term disability benefits. Employees are responsible for completing the application process and submitting it to the third party-administrator. Any benefits to the employee will be pending claim approval from the third party administrator. If approved, this benefit would begin after 90 days of illness or short-term disability, and may pay up to 60% of the pre-disability salary.

Employee Assistance Program

The University offers an employee assistance program (EAP) at no cost to the employee. Services range from psychological, financial and legal counseling to finding pet-sitters and wedding planners.

Tuition Remission

Dominican University is committed to promoting the intellectual development of those working for the University. To achieve this goal, the University provides substantial tuition benefits to employees, their spouses and dependent children, and the nieces and nephews of the vowed Sinsinawa Dominicans. This benefit is subject to the policies set forth in this section. All qualified persons are eligible for tuition remission benefits at a level dependent in part on the full-time or part-time status of the employee and his or her length of service.

General Policies for Tuition Remission

- Employees are eligible for tuition remission benefits after they have been actively employed at the University for a minimum of six (6) months. The benefit will be effective the semester or session following this six-month period. This applies to all program categories unless otherwise stated.
- If an employee terminates after the start of a semester in which he/she is receiving tuition remission (for self or others), tuition remission will be effective for the remainder of the semester or session. Employees are not obligated to repay any tuition costs for that semester. They are ineligible for tuition remission for any subsequent classes or semesters upon termination.
- Students must meet all admission requirements as outlined by the specific undergraduate or graduate program or student-at-large status.
- Class attendance may not interfere with a full workweek if the student is employed at the University.
- Tuition remission forms must be submitted to HR each semester prior to registration. A new form must be submitted if there are any changes in course registration during the add/drop period.
- Any course selected by a tuition remission recipient must have an adequate enrollment independent of (i.e. excluding the) tuition remission beneficiaries—neither too few nor too many non-tuition remission enrollees. The University reserves the right to utilize its standard policy for course cancellation due to low enrollment in which enrollment is based on the number of non-tuition remission enrollees. For courses reaching maximum enrollment, priority will be given to non-tuition remission enrollees regardless of enrollment date.
- Any employee's child under the age of 26 will be considered a dependent under this policy and will be eligible for tuition remission benefits. Step-children of employees who are considered their dependents for tax purposes may also be eligible for tuition remission.
- Tuition remission recipients are subject to the guidelines of the Standards of Satisfactory Academic Progress as outlined by the Office of Financial Aid.
- Tuition remission recipients are charged a minimal Tuition Remission fee for each class every semester to cover administrative costs.

Items Excluded from Tuition Remission

- Tuition remission covers the cost of tuition only. Tuition remission recipients must pay all fees such as but not limited to application fees, registration fees and any additional course fees.
- Study Abroad and other travel programs (both domestic and foreign) are not covered by tuition remission.
- Online/off-site programs conducted in partnership with other institutions or organizations are not covered.

- Private lessons, such as music, listed "by arrangement" in the course schedule are not covered by tuition remission.
- Only internships/practicums required for completion of major degree requirements will be covered.
- Coursework for PhD programs will not be covered.
- Coursework for masters programs in the College of Health Sciences that have an enrollment cap and/or clinical requirements will not be covered.

Full Tuition Remission - Undergraduate Courses

Eligibility

- Full-time faculty, full-time and part-time 30 staff members enrolled in traditional undergraduate courses are eligible for full-tuition remission limited to two classes per semester.
- Full-time faculty, full-time and part-time 30 staff members enrolled in accelerated undergraduate courses in the College of Applied Social Science (CASS) are eligible for full-tuition remission limited to a maximum of twelve (12) credit hours per semester.
- Spouses of full-time faculty, full-time and part-time 30 staff members are eligible for full tuition remission.
- Dependent children of full-time faculty, full-time and part-time 30 staff members are eligible for full tuition remission up to 18 credits per semester. Students will be responsible for the cost of anything over 18 credits in any semester.
- Widowed spouses of deceased full-time faculty, full-time and part-time 30 staff members are also eligible for full tuition remission if the staff member was employed at the University for at least two years and was employed at the time of his/her death. Classes must be completed within ten years of the staff member's death.
- Dependent children of deceased full-time faculty, full-time and part-time 30 staff members are eligible for full tuition remission if the staff member was employed at the University for at least two years and was an active staff member at the time of his/her death.
- Nieces and nephews of vowed Sinsinawa Dominican staff are eligible for full tuition remission

Required Application and Documentation

To receive the tuition remission benefit, degree-seeking undergraduate students, must complete the Free Application for Federal Student Aid (FAFSA). This form is available online at fafsa.gov. Graduate students are not required to file a FAFSA to receive tuition remission.

The preferred FAFSA filing deadline at Dominican University is April 15th of the prior academic year. Federal Pell grants, Illinois MAP grants, and Dominican University scholarships are deducted from the tuition remission benefit. Students who complete their FAFSA late will have their remission benefit reduced by the total amount of MAP grant funds that were suspended by the state of Illinois.

Students who have not completed their FAFSA and tuition remission form prior to the start of the term will be subject to all applicable fees in the Student Accounts office.

Full Tuition Remission - Graduate Courses

Eligibility

- Full-time faculty, full-time and part-time 30 staff members are limited to two classes per semester.

- Full-time faculty, full-time and part-time 30 staff members enrolled in accelerated graduate courses in the College of Applied Social Science (CASS) are eligible for full tuition remission limited to six credits per semester.
- Spouses of full-time faculty, full-time and part-time 30 staff members are eligible for full tuition remission.
- Dependent children of full-time faculty, full-time and part-time 30 staff members are eligible for full tuition remission.
- Widowed spouses of deceased full-time faculty, full-time and part-time 30 staff members are also eligible for full tuition remission if the staff member was employed at the University for at least two years and was employed at the time of his/her death. Classes must be completed within ten years of the staff member's death.
- Dependent children of deceased full-time faculty, full-time and part-time 30 staff members are eligible for full tuition remission if the staff member was employed at the University for at least two years and was an active staff member at the time of his/her death.
- Nieces and nephews of vowed Sinsinawa Dominican staff members are eligible for full tuition remission.

Tax Withholdings -- Special Note regarding graduate tuition remission

Staff members will be subject to tax withholding for graduate tuition remission received by all qualified persons who are associated with the staff member. Staff members whose own graduate tuition remission exceeds the current federal limit will be subject to tax withholdings. This is subject to changes in federal regulations.

Partial Tuition Remission at Dominican University

Adjunct Faculty Member & Part-Time Athletic Coach Eligibility for Undergraduate & Graduate Courses

Adjunct faculty members are eligible for partial tuition remission benefits based on the number of credit hours taught at the University. For traditional graduate and undergraduate adjunct faculty, tuition remission hours are accrued based on a one-to-one relationship to the credit hours taught. For example, a faculty member teaching nine (9) credit hours during the year will accrue nine (9) hours of available tuition remission.

Accrued tuition remission credits may be used for the faculty member, their spouse, or their dependent children. However, the bank of accrued credits is shared by all eligible recipients. For example, nine (9) accrued credits could be divided by three recipients, each taking one three-credit course or one recipient taking three three-credit courses. The entire bank of accrued credits is not available for each potential recipient.

Part-time athletic coaches are eligible in the same manner, with each season representing the equivalent of a three-credit hour class.

The benefit begins accruing immediately, but the staff member/adjunct faculty member must accrue eighteen (18) credit hours before they are eligible to utilize the benefit. Adjunct SLCS faculty members must accrue thirty-six (36) credit hours before they are eligible to utilize the benefit. The staff member/adjunct faculty member must be scheduled to teach/coach in the academic year in which any

of the accrued hours are utilized for tuition remission. Accrued hours are not affected by teaching or coaching gaps.

Part-time (under 30) Staff Eligibility for Undergraduate and Graduate courses

Part-time staff members who work less than 30 hours per week are eligible for partial tuition remission benefits based on the number of hours worked at the University. Part-time staff members may accrue credit hours to be used for tuition remission for the staff member, the staff member's spouse, or the staff member's dependent children. Tuition remission hours are accrued at a rate of 1% of each hour worked, so a staff member working 1,000 hours during a year will accrue ten hours of available tuition remission.

Accrued tuition remission credits may be used for the staff member, their spouse, or their dependent children. However, the bank of accrued credits is shared by all eligible recipients. For example, nine accrued credits could be divided by three recipients each taking one three-credit course or one recipient taking three three-credit courses. The entire bank of accrued credits is not available for each potential recipient.

The benefit begins accruing immediately, but the staff member must work 2,000 hours before he or she becomes eligible to utilize the benefit. Accrued hours are not affected by employment gaps.

Staff members who switch from a full-time to a part-time status will receive credit toward tuition remission based on their length of service multiplied by 1%. [Six full years = 12,000 hours = 120 credit hours, or a child's UG tuition]. They will accumulate additional credits based on their part-time status as previously outlined.

Requests for Waivers

Eligibility requirements for the Tuition Remission Policy have been established to create reasonable and appropriate guidelines to administer this benefit in a fair and equitable manner. The University recognizes that non-dependent children may find the need or have the desire to further their education. Individuals, who fall outside the eligibility parameters as defined in this policy, may complete a [Tuition Remission Eligibility Waiver Request](#). This form must be submitted to the director of Human Resources at least two months prior to the start of the proposed semester.

The form must be accompanied by a copy of the letter indicating full acceptance into an academic program. Requests from prospective students with conditional acceptance will not be considered for the waiver. Requests will be reviewed for approval by a committee consisting of the vice president for Enrollment Management, the director of Human Resources, the Controller, the Registrar, and a member of the faculty. In reviewing the application, the following criteria will be given consideration:

- Personal goals for the degree as they relate to the Dominican University mission;
- Credits required for successful completion and anticipated tuition costs;
- Anticipated length of time to complete the degree; and
- The University's financial resources at the time of the application

Applicants will be informed in writing of the Committee decision within one month of receipt of the application. This will allow prospective students to seek alternative resources if the University is unable to provide full tuition remission. In some circumstances, partial remission may be granted if full

remission is not available given University resources and capacity. Staff members will be subject to tax withholding for non-dependent tuition remission received by all qualified persons who are associated with the staff member.

Non-dependent tuition remission recipients are subject to all other guidelines outlined in this policy. The University's capacity to provide support may fluctuate. Therefore, students who receive tuition remission via this waiver clause are not guaranteed support throughout their program. If reductions or elimination of tuition remission are anticipated, the University will communicate this to the recipients at least one semester in advance to allow them to seek alternative resources to continue with their studies. In addition, students who are denied a waiver may reapply in subsequent semesters for possible reconsideration.

Alumni Audit Discount Program

If an employee is eligible for tuition remission and elects to audit a graduate course, but is not an alumnae/i of that program, he or she will be charged 100% of the course value and tuition remission will cover 100% of the tuition per the tuition remission policy. However, if the employee is an alumnae/i, tuition remission will cover tuitions costs that are not covered by the Policy on Auditing Classes. See Student Accounts website for details.

Tuition Exchange Programs

Participation in tuition exchange programs is available to full-time and part-time 30 staff members. All general tuition remission rules outlined in the tuition remission policy apply for these programs as well.

Dominican University provides opportunity for dependent children of faculty and staff to participate in external tuition exchange programs. The three programs are : The Catholic College Cooperative Tuition Exchange program (www.cccte.org), the Council of Independent Colleges Tuition Exchange program (www.cic.edu) and Tuition Exchange, Inc. (www.tuitionexchange.org). The receiving institution determines who will receive the benefit and any limitations on those benefits. The websites cited above provide lists of all member institutions and are updated regularly.

Because of restrictions on the numbers of participants, eligibility through Tuition Exchange, Inc. is determined by seniority. Export scholarships for Tuition Exchange, Inc from Dominican University will be awarded based on the availability of credits, incumbency in the program and length of service. Annual re-certification will be based on these factors as well as maintaining active, full time employment as an employee at Dominican.

Before students apply for admission to a participating tuition exchange institution, employees are encouraged to speak with an admission counselor and/or the TE liaison officer at the importing institution regarding the TE award process, criteria and application deadlines.

Applications for these programs are available from the Assistant Vice President for Enrollment Management. Pre-applications should be submitted by September 15th of the year before the fall semester for which the student intends to enroll.

Professional Development

Dominican University encourages and supports participation in job related professional development activities for faculty and staff.

Faculty Professional Development

See Chapter 7, Section B of the Faculty Handbook for details regarding faculty professional development.

Staff Professional Development Memberships & Certification/Licensure

Dominican University encourages and supports participation in job related professional development activities such as seminars and workshops, membership in professional associations or societies and certification or licensure in a staff member's profession.

Staff members interested in this benefit must discuss the activity with his/her immediate supervisor to obtain initial approval. With the supervisor's initial approval, the staff member may submit the approved expense report form to have related expenses paid by the University. Staff members are also encouraged to apply for a grant through the staff development committee of the Staff Assembly.

University Hours of Business Operation

General university office hours are 8:30 a.m. to 4:30 p.m. Monday through Friday. However, some offices are routinely open later and/or on weekends to accommodate operational needs, student schedules, evening and weekend classes, and events or activities on campus. Please contact offices directly or check their webpages for specific office hours.

Staffing in these units requires flexible scheduling for adequate coverage. Supervisors work with their staff members to establish schedules to meet those needs, therefore, individual job descriptions reflect expectations of the supervisor by job and by department.

Full time faculty member work a 9 month schedule from August 15 through May 14 of each academic year. Faculty members should refer to Chapter 20, Section K of the Faculty Handbook for guidelines regarding office hours.

Exceptions to this general policy include:

- Rose K. Goedert Center for Early Childhood Education is open from 7:00 a.m. to 6:00 p.m. Monday through Friday. The Center is closed annually during the third week of August, the week of Christmas and the week of New Years Day.
- Campus Safety is open from 8:00 a.m. - 4:00 p.m. Monday through Friday. Campus Safety is staffed for all non-emergencies 24/7 365 days a year by calling 708-524-5999 or x5999 from any campus phone. For all emergencies, please dial 911.
- Rebecca Crown Library - please review service hours on the Library Webpage for detailed information on hours of operation.
- For a complete listing of hours of operation by department, please visit the [Welcome and Information Desk](#). Login required.

University Closure Policies

Early Closure Policy

If severe weather conditions or other conditions that affect the normal working environment at the University exist (such as a power failure) the president or designated vice president may decide to close the University for the remainder of the day. Decisions for early closures will be communicated to the university community via email and text notification by 3:30 p.m. Information will also be posted on the university website.

Staff members will be paid for the remainder of their regularly scheduled shift at their normal rate of pay. General staff members required to work during a university closure period will be paid at a rate of two times their normal hourly rate.

Late Opening or Campus Closure Policy

If severe weather conditions or other conditions that affect the normal working environment at the University exist (such as a power failure) the president or designated vice president may decide to delay opening or close the University. If such a decision is made prior to the start of the standard workday, notification will be communicated by email and text by 6:30 a.m. Information will also be posted on the university website. Staff members should also check local radio or television stations or the University website for closing information.

Staff members will be paid for their regularly scheduled shift. General staff members required to work during a university closure period will be paid at a rate of two times their normal hourly rate.

University Holidays

The University generally observes the following holidays each year:

Martin Luther King Day
Good Friday through Easter Sunday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve Day through New Year's Day

Holidays occurring on Saturday will be observed on the preceding Friday. Holidays occurring on Sunday will be observed on the following Monday.

In addition to the paid holidays noted above, the university will close at 2:00 pm on the Wednesday before Thanksgiving and on Holy Thursday.

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

Please see the [Human Resources Web Page](#) for actual dates for the current calendar year.

Holiday Pay for Staff

Please refer to the *Holiday Pay* section of the Compensation Policies

Holidays during Vacation or Leave of Absence

Holidays that occur within a scheduled vacation or paid leave of absence are entered as holiday pay and are not deducted from the staff member's vacation or sick time accrual balance. A staff member on an unpaid leave of absence is not paid for any holidays that occur during the unpaid portion of the leave.

General Time Off Policies

Policies below apply to all employees. Vacation and Sick time policies for staff members can be found in Section 3.4 of the Staff Handbook.

Religious Observance

The University will attempt to accommodate the religious observances and practices of all employees. Requests for time off for religious observances, except as provided in the University's holiday schedule, will be treated on an individual basis and accommodations will be afforded so long as such can be accomplished without undue hardship to the University's business and academic operations. Employees are required to notify their supervisors as far in advance as possible when requesting accommodations for time off for religious observances. For staff members, approved time off for religious observances should be recorded as vacation or personal time off.

Jury Duty

The university recognizes that jury duty is a civic responsibility. Upon receipt of court notification of an obligation to serve on a jury, the employee must notify their supervisor, dean or department chair as soon as possible so that any necessary staffing arrangements can be made. Jury duty pay received by the employee does not have to be turned in to the university. Jury duty pay is considered reimbursement for travel, parking and lunch

Election Day

If staff member is unable to vote outside of the scheduled working hours on Election Day, his/her supervisor may approve up to two hours of time off for voting purposes. Requests must be made to the supervisor in advance of election day. Staff members should code the time as personal or vacation time in the time and attendance system.

Bereavement

In the event of a death in the immediate family, faculty and staff are entitled to bereavement time off. Up to three days off with pay will be granted upon the death of a member of his/her immediate family. If the funeral service is more than 200 miles from faculty/staff member's residence, one additional paid day may be granted to account for travel needs. Staff should enter absences as bereavement time.

Immediate family shall include parents, parents-in-law, stepparent, spouse, domestic partner, child, stepchild, sibling, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, step-grandparent, or grandchild.

Paid time off is granted for the day of the funeral only for the death of other close relatives. Close relatives shall include the staff member's aunt, uncle, cousin, niece, or nephew.

Absence to attend a funeral for a person who is not immediate family or a close relative may be authorized as a personal or vacation day.

If a death occurs in a faculty/staff member's family, he/she must notify his/her supervisor as soon as possible so that his/her job responsibilities can be covered during any absence. Employees may be asked to present satisfactory proof of death, relationship to the deceased and attendance at the funeral.

Medical Leave Policies

Faculty should consult Chapter 14, Section C of the Faculty Handbook for details on medical leaves for faculty.

Staff should consult Section 3.4 of the Staff Handbook for details on Family and Medical Leave Act and Short-Term Disability.

Long term Leaves of Absence

Non-Medical Leave for Faculty

A request for a leave of absence for other than medical reasons must be submitted to the President no later than November 15th of the year preceding the year of leave. A letter from the Provost or the appropriate Dean and the applicant's department chair containing a statement regarding the effect of the leave on department staffing should accompany the request (See [the application for non-medical leave of absence document](#) for a sample of the Application for Non-Medical Leave of Absence).

Long-term Leave of Absence for Staff

The University may grant temporary leaves of absence for military service, educational advancement or other non-FMLA, personal reasons.

Military Service

The University's policy and action in regard to military leave and reinstatement of employment upon completion of military service is determined by current applicable law. Staff members requiring leave for active reserve training or annual encampment will be paid the difference between their regular University wage and pay received for military service up to 10 working days in one year.

Applying for Leave

All leaves must be requested in writing to the staff member's immediate supervisor at least 30 days in advance if the need for the leave is foreseeable or as soon as the staff member is aware of the circumstances necessitating the leave. The staff member should describe the reason for the leave in detail and complete a Leave of Absence Form whether or not he/she needs to provide any other information or documentation. The immediate supervisor and the vice president or cabinet member of the University to whom the supervisor reports will give written approval of the leave and will inform the staff member of any decisions. The supervisor will retain all requests and decisions and send copies to Human Resources.

Time Limits

Leaves of absence are limited to 12 weeks, subject to extension with the supervisor's approval. However, no leave of absence other than military or humanitarian leave may last longer than 12 continuous months.

Pay During Leave

With the exception of military and FMLA leaves, there is generally no paid leave time. With the University's approval, certain kinds of accrued paid time off (sick, personal or vacation days) may be substituted for unpaid leave. A staff member may elect to reserve 10 days of accrued vacation to hold until his/her return to work.

Insurance Coverage

A staff member may maintain health insurance coverage under COBRA, as specified by federal law. When the staff member returns to work, he/she will be required to re-enroll.

Accruals During Leave

During the unpaid portion of any leave of absence, the staff member will not earn vacation or sick time. Time spent on a leave of absence (paid and unpaid) will be credited toward the staff member's entitlement to scheduled salary increase. Leave of absences less than twelve (12) months will not be subtracted from length of service.

Holidays During Leave

Holidays that occur within paid leave of absence are not deducted from the staff member's accrual balance. A staff member on an unpaid leave of absence is not paid for holidays that occur during the unpaid portion of the leave.

Employment During Leave A staff member who obtains other gainful employment while on any leave of absence will be terminated with loss of all rights and benefits unless the staff member and the supervisor have entered into a written, signed agreement that permits such employment or other employment was in effect prior to the leave.

Unemployment Benefits

A staff member who files for unemployment compensation benefits while on a leave of absence may be terminated with loss of all rights and benefits. If the staff member feels he/she may be entitled to unemployment compensation benefits while on a leave of absence, then he/she must inform Human Resources prior to filing a claim.

Reinstatement

The University cannot guarantee that a staff member who is on non-FMLA leave will be able to return to his/her former position. If the position is unavailable, Human Resources will attempt to refer the staff member to suitable openings in the University for which he/she may apply. If he/she is re-employed within 12 months of the date the leave begins, he/she will be reinstated with full seniority for benefits purposes. If he/she is not re-employed within that time period, the staff member will be terminated from the University.

General University Conduct Policies

Confidential Information Policy

The revelation or use of any confidential student, faculty, staff, alumni or other related persons or University information, data on decisions, plans or any other information which might be contrary to the interest of the University without prior authorization, is prohibited. The misuse, unauthorized access to or mishandling of confidential information, particularly personnel information, is strictly prohibited and will subject a staff member to discipline up to and including termination.

All employees are required to sign a Confidentiality Agreement as part of their new-hire paperwork. Some units may have department-specific Confidentiality Agreements that are required of employees depending on the nature of their responsibilities.

Information Technology Policies

Access to data, computer, network and communication systems is granted on a need-to-know basis. Only people who have a requirement for information are granted access to it. The level of access is determined by the function that is being performed. Access to information is not granted without business justification.

All electronic and telephonic records are considered university records and should be transmitted only to individuals who have a business need to receive them. All messages created, sent or retrieved electronically or through the voice mail system are the property of the university, and are subject to review.

Please refer to the [DU IT Information Technology Policies](#) (login required) for the following university policies related to information technology :

- Administrative Access Rights
- Computer Network Integrity
- Email Usage
- General PC Usage and Password Management
- Internet Access
- Laptop Security
- Non-adherence of Security Policy and Employee Expectations
- Personal Computer Software
- Remote Access
- Termination Process

The IT Department will have the ability to monitor any DU system, platform or network to ensure compliance with all university policies. In the event of suspected or reported abuse, IT will initiate the appropriate steps to monitor such activity.

Personal Phone Calls

Staff members will occasionally need to place and receive personal phone calls during the workday. In all cases personal calls should be minimal, whether the calls are placed or received using University phone or cell phones. Receiving and placing excessive personal calls detracts employees from their job responsibilities and can be disruptive to others. Therefore, excessive abuse is subject to disciplinary

action up to and including termination. All personal cell phones and other communication devices are required to be kept in silent mode during work hours.

Business Ethics Policy

Employees will maintain the highest ethical standards in the conduct of University affairs. The intent of this policy is that employees will conduct the University's business with integrity and comply with all applicable laws in a manner that is consistent with the mission and excludes consideration of personal advantage or gain.

The following is a summary of the University's policy with respect to (1) gifts, favors, entertainment and payment given or received by the University staff members; (2) potential conflicts of interest; and (3) certain other matters.

Gifts, Favors and Payments by the University

Gifts, favors and payments may be given to others at the University's expense if they meet all of the following criteria:

They are consistent with accepted business practices;

They are of sufficiently limited value and in a form that will not be construed as a bribe or payoff;

They are not in violation of applicable law and generally accepted ethical standards;

and Public disclosure of the facts will not embarrass the University.

Payments, commissions or other compensation to or for the benefit of students or vendors (or their family members or associates) not required by written contract are contrary to the University's policy.

Gifts, Favors, Entertainment and Payments Received by University Employees

Employees shall not seek or accept for themselves or others any gifts, favors, entertainment or payments without a legitimate business purpose nor shall they seek or accept personal loans other than conventional loans at market rates from lending institution(s) from any persons or business organizations that do or seek to do business with or is a competitor of the University. In the application of this policy, a staff member may accept for him/herself and members of his/her family common courtesies usually associated with customary business practices. These include but are not limited to: • Lunch and/or dinner with vendors, sometimes including spouses, as long as the invitation is extended by the vendor; • Gifts of small value from vendors such as calendars, pens, pads, etc.; • Tickets to events (such as sports, arts, etc.) if offered by the vendor and the vendor accompanies the staff member to the event. These are not to be solicited by the staff member and, if vendor does not accompany the staff member to the events, must be approved by the appropriate supervisor; and • Gifts of perishable items usually given during the holidays such as hams, cookies, nuts, etc. A strict standard is expected with respect to gifts, services, discounts, entertainment or considerations of any kinds from suppliers.

Solicitation Policy

Solicitation by one employee of another for any purpose is prohibited while either employee is on his/her working time ("working time" does not include meal periods, authorized rest breaks, or any period when employee are properly not engaged in the performance of their work tasks). This includes

solicitation on behalf of a employee's child or other family member for the purpose of school, sport or other charitable organization's fundraiser. Distribution of advertising materials, handbills, or printed or written literature of any kind by employees to other employees during work time or in work areas is prohibited. Solicitation or distribution of advertising materials, handbills, or printed or written literature of any kind to employees on the premises of the University by persons who are not associated with the University is prohibited at any time. This policy does not include University authorized vendors.

Dominican University employees who wish to solicit gifts (i.e., cash, goods or services) from outside entities, persons or organizations, should clear all such fundraising activities through the Office of University Advancement. Please contact the vice president for university advancement for assistance.

Tobacco Policy

Dominican University is committed to providing a campus environment that is safe, and that supports sustainability and advocates for the health and well-being of students, faculty and staff. As a community, we encourage healthy living in mind, body and spirit. We therefore make resources available to support healthy choices, including healthy dining options, exercise and fitness facilities and programs, and locations for reflection, meditation and prayer.

Because we are committed to providing for the health and wellbeing of our community, both the main and Priory campuses of Dominican University are designated tobacco free. By eliminating tobacco use on campus, we will create a healthier, cleaner and more inclusive environment for all, including our visitors and guests.

As a tobacco-free campus, the use of tobacco and tobacco-derived products, including (but not limited to) cigarettes, cigars, cigarillos, mini-cigars, hookah, spit tobacco, snuff, vaping with or without nicotine is not allowed.

All tobacco-derived or containing products are prohibited, including, but not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah-smoked products, and oral tobacco (spit and spitless, smokeless, chew, snuff). This includes the inhaling, exhaling, burning, or carrying of any lighted smoking material. Together, we are creating a healthier, cleaner environment for all.

Visit the following links for more information:

- [Dominican University Tobacco-Free Campus Policy \(pdf\)](#)
- [Frequently Asked Questions](#)
- [Resources](#)

Nepotism Policy

Relationship by family or marriage shall constitute neither an advantage nor a deterrent to employment by the University provided the individual meets and fulfills appropriate institutional appointment standards. For the purpose of this policy, relative is defined as the husband or wife of a staff or faculty member as well as the son, daughter, mother, father, brother, sister, in-law or any relation by blood or marriage of such member or spouse. No person shall be assigned to a department or unit under the immediate supervision of a relative. This also includes student and temporary or part-time summer staff members

Lactation Accommodation

As part of our family-friendly policies and benefits, Dominican University supports breastfeeding mothers by accommodating the mother who wishes to express milk during her workday when separated from her newborn child.

Any staff member who is breastfeeding will be provided up to two break periods of 20 minutes each plus an additional 20 minutes during her lunch period to express milk for her newborn. The staff member and her immediate supervisor will agree on the times for these breaks.

Any faculty or staff member that does not have a private space in which to express milk should contact Human Resources to request accommodations. Storage of expressed milk and equipment is the responsibility of the faculty or staff member. Faculty/Staff members should bring a cooler or other insulated food container to work for private storage purposes.

Children on Campus

Dominican University recognizes that employees may occasionally, due to emergency situations or other unforeseen events, be required to bring his/her children to campus for short periods. However, the frequent, regular or extended presence of children under the age of 17 during work hours or in the classroom is prohibited for the following reasons : the potential for interruption of work, health and safety issues, and liability to the university .

Given the expectations of faculty to work independently and the flexible nature of their schedules, the bringing of children to campus to areas beyond the classroom, such as faculty offices will be allowed, as long as the faculty member takes full responsibility for the child's care and the child's presence does not disrupt the work of others.

Employees should follow the principles below regarding the presence of their children in the workplace:

- At all times, children remain the sole responsibility of the parent. Parents must accompany their children at all times. The employee may not ask any other University employee to watch or supervise their child/children;
- The presence of the child cannot disrupt the work environment or negatively affect the productivity of the employee who brought the child, other employees, or students;
- The employee's supervisor may ask them to take the child from the workplace at any time if the supervisor determines that health or safety risks are too great, or that the child's presence is disruptive;
- Bringing children to the workplace on a recurrent basis during their school breaks or after school is not appropriate;
- A child who has an illness that prevents him/her from being accepted by a regular day care provider or from attending school, particularly a child with an infectious disease, should not be brought to the workplace under any circumstances; and
- Staff members who live on campus as their primary place of residence should contact Human Resources to determine how this policy may apply in their unique individual situation.

Children in the Library

Children enrolled in high school (at least 13 years old) may use the Rebecca Crown Library without supervision for research and homework projects. The young adults should have their high school ID with them at all times while using the Library. They are expected to follow the guidelines for behavior and computer use as outlined in Dominican University's Code of Student Conduct or they may be made to leave the facility.

Pets on Campus

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

- Certified service animals, including trained guide dogs, will generally be allowed on campus as necessary to assist their owners.
- Faculty or staff requiring the presence of a comfort animal must show proper documentation from their health care provider to Human Resources and/or the office of the Provost for approval.
- Residence hall directors will be permitted to own, and have live in their apartment, fish in an aquarium, one (1) dog, or a limit of two (2) cats. No hamsters, rodents, ferrets, exotics or any other type of animal are allowed. The pet must be approved by the Office of Student Life prior to being allowed in the apartment. A \$750.00 refundable deposit is required seven (7) days prior to the pet being brought to campus. For complete details, contact the Office of Student Life.

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

Access to Residence Halls

Only Student Life staff members are permitted in the residence halls. All other university personnel who are on official University business are permitted into the residence halls with the approval of the Student Life staff and/or Campus Safety staff. All other visitors, including law enforcement officials visiting the residence halls, must restrict their presence to the common public areas unless accompanied by a Student Life staff and/or Campus Safety staff member. Maintenance staff and custodians working in the private areas should be wearing uniforms and all staff members entering the residence halls must have Dominican University identification. Anyone without a Dominican ID must present to Campus Safety and obtain proper ID and visitor's pass. Anyone in the building, staff member or visitor, who is a guest of a resident needs to be escorted through the building by the resident and officially check in to the residence halls at the Coughlin Commons Welcome and Information Desk or Priory Campus Welcome and Information Desk.

University Identification Cards

Dominican University issues each student, staff member and affiliated guest an identification card that includes their name and image, referred to as a Star Card. The Star Card serves an identification card; an electronic key card controlling access to residence halls and other buildings, the Library, facilities, and staff office buildings; and DU Dollars which can be used to purchase goods and services at select locations on campus. The Star Card is also used to release print jobs on copiers across campus. Star Card services are available in the Support Center located in Lewis Hall - Room 048.

Visit [Support Center](#) for more information.

University identification cards should be collected upon termination/resignation. If lost, Star Cards can be replaced in the Support Center for a nominal fee.

University Keys

Keys are assigned by Physical Plant based on employee needs. Lost keys should be reported at once to the Physical Plant Office. All keys remain the property of the University and must be turned in before termination or upon the request of the supervisor.

Office Space

Space is a limited university resource. All faculty and staff will be provided with a suitable working environment for the type of work they perform.

Offices will be assigned based on need, availability and suitability for the intended use, and may be – reassigned at any time. Office space allocations are made to departments, not to individuals, and as such, each department should manage its office space needs to maximize functionality and productivity. Office space for faculty members is assigned by the appropriate Dean, in consultation with the Provost.

All offices must be kept locked when not occupied. All keys issued to an employee must be returned before the individual will receive his or her final Dominican University paycheck.

Physical Plant maintains a complete inventory of office assignments and space inventory.

Parking Policy

Employees who wish to park on campus must purchase a parking permit for their car from the [Support Center - Request Parking Permit](#). Employees must observe all parking regulations and are liable for reasonable parking fines levied by the University for parking in prohibited or restricted spaces.

Employees may appeal a parking ticket via [Support Center - Appeal Tickets](#) within 14 days of the date the ticket was issued. If the fine remains unpaid upon termination, the balance may be deducted from the staff member's final paycheck. The River Forest police also patrol the grounds and will ticket cars parked in fire lanes or handicapped zones.

Use of University Facilities

Use of University resources such as facilities, computers, and equipment is restricted to activities that support University teaching, research, service, and administrative functions. Employees interested in

holding a non-University or private event on campus should contact Scheduling and Event Services for information related to facilities rental.

Work Attire

Dominican University's business casual environment allows our staff members to work comfortably yet project a professional image for students, guests and other visitors. Employees should maintain a neat appearance and attire should reflect a level of modesty appropriate for the workplace so as not to distract from or disrupt the work environment.

Acceptable attire may vary by department and should be based on the responsibilities of the positions. For example, the Athletic Department staff are permitted to wear DU athletic or team apparel on a regular basis due to the nature of their work. Certain days may be designated and approved by a vice president as "dress down days"; jeans or other pre-designated attire for staff may be permitted on those days. In all circumstances, staff members should use good judgment to ensure that the University maintains a healthy balance between "casual" and "professional".

A more casual summer dress code is generally in effect from Memorial Day through August 14. The university has established the following general guidelines for proper summer casual attire :

- Slacks - Blue jeans will be permitted provided they are not faded, torn or otherwise damaged. Inappropriate items include sweatpants, bib overalls, shorts, beachwear, workout attire, spandex or other form-fitting pants.
- Shirts - Casual shirts, golf shirts, and sweaters are acceptable. Dominican logo shirts are acceptable. Inappropriate items include tank tops, halter-tops, and t-shirts
- Dresses and Skirts - Casual dresses and skirts, and jean skirts, are acceptable. Inappropriate items include mini-skirts and thin-strap dresses.
- Footwear - Athletic shoes, loafers, flats, dress sandals, and leather deck shoes are acceptable. Flip flops are not considered appropriate.

University Campus Safety Regulations

Campus Safety

Campus Safety exists to serve the security and safety needs of the University and is responsible for providing service and assistance to the University community. This includes opening and closing buildings, inspecting buildings and grounds for safety hazards and enforcing the Dominican University parking policy. The staff is trained to handle emergency situations including police, fire and ambulance assists and is first responder in emergency situations. In addition, Campus Safety works closely with Student Life in support of the residence halls.

Campus Safety is on duty 24 hours a day, 365 days a year. For emergency assistance, **dial 911 from any on-campus phone**. Please note – calling 911 from a personal/mobile device while on campus limits the first responder's ability to quickly identify the caller's location. For non-emergency assistance, call the Campus Safety dispatcher at extension 5999.

Accident or Sudden Serious Illness

Any incident of accident or sudden serious illness should be immediately reported to Campus Safety for appropriate action.

Fire

The fire signal is the continuous ringing of the electric buzzer and flashing strobe. If the signal is audible within a building or area, all individuals present must leave the building using the nearest exit and move at least 20 feet away from the building. Elevators must not be used. Disabled persons should move to the nearest exit where they will receive assistance. Fire alarms are located near the stairwells of classroom buildings and when activated automatically signal the River Forest Fire Department. No one can enter the building until authorized by a member of the River Forest Fire Department or Campus Safety.

Maintenance

Submit repair requests on-line at supportcenter.dom.edu. In case of an emergency, contact university dispatch at x5999 for immediate assistance.

Thefts and Similar Incidents

Any thefts or other incidents should be reported to the Campus Safety immediately. Likewise, Campus Safety should be notified of any suspicious person or activity.

Tornado Warnings

Warnings of inclement weather are sounded by the Village of River Forest emergency warning siren. At the first sound of such warning all personnel should move to the lowest, windowless shelter available. The following areas have been designated as shelters: the lower level corridor of Mazzuchelli Hall, between Lewis and Power Halls; the underground tunnel between Lewis and Fine Arts; the lower level corridors of Fine Arts;; the lower level of Parmer Hall; the first floor of Murray Hall; the lower level of Coughlin Hall; the lower level of the Igin Sports Center and; the lower level of the Priory. The Village of River Forest tests its emergency warning siren on the first Tuesday morning of each month.

Bias-related or Gender- Based Misconduct Policies

See One Process Policies on the [Diversity webpage](#)

Other University Prohibited Conduct and Behavior

Dominican University will not tolerate any prohibited conduct or behavior, whether carried out by students, faculty, staff, visitors, former students, faculty or staff or other individuals. The University will initiate appropriate action in response to reports of such incidents which may include, but not be limited to, immediate removal from Dominican University property, suspension, termination and/or referral for criminal prosecution. All employees are required to cooperate in any investigations the University conducts in response to reports or acts of prohibited conduct or behavior.

Workplace Violence

Dominican University seeks to maintain a safe, healthy and secure work environment. It is the University's goal to create a workplace free from violence, threats of violence, harassment, intimidation and other disruptive behavior. Employees play a major role in the University's efforts by complying with

this policy, contributing to a respectful atmosphere, treating all threats seriously and reporting incidents immediately.

The University treats reports of threatening behavior or violence seriously and will take appropriate action in response. The University has the right to search any area or property, including personal property, in order to investigate reports of workplace violence. For information regarding the University's response to a workplace violence crisis, please refer to the Dominican University Crisis Intervention Plan.

All employees are responsible for reporting workplace violence and can do so without the fear of reprisal or criticism. Employees should not ignore violent, threatening, harassing, intimidating or other disruptive behavior.

For any acts of violence or threat of violence or any emergency situation call Campus Safety.

For verbal abuse, perceived intimidation or harassment or any non-emergency situation report the incident to the immediate manager or the director of Human Resources.

Weapons

Dominican University expressly prohibits the use, possession or sale of any weapon, other than as expressly authorized by the University, by any person, including employees, while on University property and/or while conducting business on behalf of, or for the benefit of, the University. This prohibition applies even if an individual has a legal permit to carry a weapon.

Persons who are on Dominican property and/or conducting business on behalf of, or for the benefit of, the University are required to abide by this policy and are required to cooperate in any investigation the University deems necessary to enforce this policy.

Persons who do not comply with this policy may be subject to disciplinary action, up to and including removal from University property and/or termination. This action is separate from any criminal penalties that may be pursued for violation of state laws.

Drug and Alcohol Policy

It is a condition of employment that all University employees refrain from reporting to work or working while being under the influence of alcohol. Under the influence means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use. Employees are to refrain from using, possessing or being under the influence of alcohol while at work. This includes operating any University vehicle or conducting University-related business off campus. Employees are allowed to consume alcohol during University-approved special events. However, employees must exercise restraint and remain fit for duty and free of any adverse effects from alcohol served at the events.

Employees with lawful possession of prescribed medications must consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so. Medication must be carried in a container labeled by a licensed pharmacist. A copy of the Drug-Free Workplace statement is included in Appendix F of the Staff Handbook.

Other Prohibited Behaviors

Without compiling an exhaustive list, the following are illustrative of the type of conduct that the university condemns and prohibits under this policy. Commission of any of the following or similar offenses will result in discipline up to and including termination:

- Violations of any applicable federal, state or local laws, regulations or ordinances;
- Stealing or vandalizing property or possessions of the University, students, faculty and staff members or visitors;
- Commission of a crime or other conduct which damages the image or reputation of Dominican University;
- Unauthorized use of Dominican University's documents, premises, equipment or property;
- Failure to follow Dominican University's Harassment and Non-Discrimination policies;
- Falsification, misrepresentation or omission of information on records, including job applications, time records and any Dominican University form or document;
- Dishonesty of any kind in relations with Dominican University or other staff members;
- Unauthorized disclosure of confidential information about Dominican University or violation of the privacy or confidentiality of others;
- Abuse or misuse of internal procedures at Dominican University;
- Inappropriate conduct, neglect of duty or poor job performance;
- Insubordination, including failure to comply with supervisor's instructions and work assignments; and
- Frequent unauthorized or habitual tardiness.

Procedure upon the Occurrence of Prohibited Conduct

Any student, faculty or staff member who believes he/she has been subjected or exposed to sexual harassment, discrimination or ethnic, racial, discriminatory or sexual comments, jokes or epithets has the right to have such activity terminated immediately. See One Process Policy on the Diversity page on the Dominican University website for procedures related to bias-related or gender-based misconduct.

Disciplinary Procedures

Discipline is a progressive process which should generally begin with the supervisor privately discussing with the employee his/her areas of unsatisfactory performance or conduct to make certain that the employee understands what is unsatisfactory and future expectations. The supervisor should maintain a written record of the date and content of such discussions. Formal disciplinary procedures may become necessary if the employee does not satisfactorily improve after such informal discussions. If it is necessary to discipline an employee, it is expected that:

- The problem be investigated promptly to determine the facts;
- The disciplinary action be appropriate to the offense and that, where possible, it be corrective rather than punitive in nature; and
- The employee's dignity is respected at all times. With reasonable cause, an employee's personal possessions on University premises, email and other electronic files may be subject to search by the University.

Formal disciplinary procedures will generally follow the pattern of written warning, suspension and termination, although steps may be skipped depending on the gravity of the circumstances. In appropriate circumstances, a staff member may be placed on disciplinary probation for a period not to exceed 90 days, during which time the supervisor may assess the staff member's ability to meet expectations for the position. Where such probation is based on unsatisfactory job performance, a performance improvement plan should accompany all disciplinary probations so that the staff member's progress toward meeting expectations can be objectively monitored and assessed.

[Policy for Protection from Retaliation \(Whistleblower Protection Policy\)](#)

Dominican University sets high standards of ethical, moral and legal conduct and encourages open communication for employees and applicants for employment who express concerns regarding these standards. This policy provides a process for employees to communicate concerns and reassurance that they will be protected from reprisals or victimization for whistleblowing in good faith.

This policy is intended to cover serious concerns that could have a large impact on the University, such as actions that:

- May lead to incorrect financial reporting;
- Are unlawful;
- Are not in line with University policy, including the Rules of Conduct; or
- Otherwise amount to serious improper conduct.

Safeguards for Employees

Harassment or victimization of the complainant will not be tolerated. Every effort will be made to protect the complainant's identity. Employees are encouraged to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be investigated but consideration will be given to: the seriousness of the issue raised; the credibility of the concern; and the likelihood of confirming the allegation from attributable sources. Malicious allegations may result in disciplinary action.

Reporting

The whistleblowing procedure is intended to be used for serious and sensitive issues. Serious concerns relating to financial reporting and unethical or illegal conduct should be reported in either of the following ways:

- File an on-line report via [Make A Report](#) on the university webpage
- Directly to the vice president finance ; or
- Through the Toll Free Hotline: 844-338-7289. Callers to the Hotline will have the ability to remain anonymous if they choose.

Other employment-related concerns should continue to be reported through normal channels such as the supervisor or to the director of Human Resources.

Timing and Evidence

The earlier a concern is expressed, the easier it is to take action. Although employees are not expected to prove the truth of an allegation, sufficient grounds for concern need to be identified.

How the complaint will be handled

Initial Inquiries

Initial inquiries will be made to determine whether an investigation is appropriate and the form that it should take. Some concerns may be resolved by agreed action without the need for investigation. The action taken will depend on the nature of the concern. The Board of Trustees receives a report on each complaint and a follow-up report on actions taken.

Report to complainant

Whether reported to University personnel or through the hotline, the complainant will be given the opportunity to receive follow-up on their concern :

- Acknowledging that the concern was received;
- Indicating how the matter will be dealt with;
- Giving an estimate of the time that it will take for a final response;
- Telling him/her whether initial inquiries have been made; and
- Telling him/her whether further investigations will follow, and if not, why not.

Outcome

The amount of contact between the complainant and the body investigating the concern will depend on the nature of the issue and the clarity of information provided. Further information may be sought from the complainant.

Information

Subject to legal constraints the complainant will receive information about the outcome of any investigations.

Retaliation Against a Legitimate Complainant Is Prohibited

Pursuant to this policy, a staff member may not:

- Retaliate against an employee or applicant for employment who has communicated a concern under this policy or who has refused to obey a legal order, nor
- Directly or indirectly use or attempt to use the official authority or influence of his/her position or office for the purpose of interfering with the right on an applicant or employee to make a protected disclosure to the University auditors, immediate supervisor or other appropriate administrator or manager within the department, or a member of the Board of Trustees about matters within the scope of this policy.

General University Services

Stepan Bookstore

Supplies for University offices may be purchased through a charge system to each department at the Bookstore located in the University Center. All employees are allowed a 10% discount on most purchases, excluding books. See Bookstore site under Student Life on the Dominican University web page.

Business Affairs

General business activity of the University is managed through the Business Office (Lewis 234). Cash transactions are separately processed in the Student Accounts Office. Visit the [Business Office](#) via MyDU for more information regarding (login required) :

- Making online payments
- Ordering office supplies
- Corporate Credit Card Policy
- Reimbursement Policy
- International Travel Policy
- Mileage Reimbursements

Dining Services

Please refer to the [Dining Services](#) webpage for the following :

- Menus
- Meal Plans
- Locations and hours of operation
- DU Dollars
- Allergens
- Catering
- Events Calendar

Office Services

Offices Services is an externally managed function providing copy and mail services to the Dominican community. See the [Office Services](#) page on MyDU for more information on services which include :

- Copy/print services
- Name tags and business cards
- Mailing and shipping services
- Imaging and scanning
- Stationary
- Flyers and brochures
- Laminating and cutting

Rebecca Crown Library

Faculty and staff are granted library borrowing privileges. Please refer to the [For Faculty and Staff tab](#) on the Rebecca Crown Library page on the Dominican University website for information on library services.

Rose K. Goedert Center for Early Childhood Education

The Rose K. Goedert Center for Early Childhood Education is housed on Dominican's Priory Campus and welcomes 2-5 year-old children. Faculty and staff are eligible for a discounted tuition rate. Please see the Goedert Center for early Childhood Education page on the Dominican website.

Arts & Minds

Employees are encouraged to attend events offered through the Performing Arts Center and The Catherine of Siena Center. Please see the Arts and Culture section of the Dominican University for a complete listing of the year's offerings.