



# **UNIVERSITY OF INDIANAPOLIS**

## **STAFF EMPLOYEE HANDBOOK**

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## **INTRODUCTION**

Policies and procedures contained in University Handbooks and Guidebooks, located at [Policies](#) supersede any and all prior practices, written documents, representations, or statements on the same subject matter. The University of Indianapolis expressly revokes any and all previous policies and procedures that are inconsistent with those contained in its Handbooks and Guidebooks. The University of Indianapolis reserves the right to change the content set forth in its Handbooks and Guidebooks, and any and all policies stated in them are subject to change at any time at the sole discretion of the University. In addition to the policies contained in these handbooks and guidebooks, students, faculty and staff are subject to applicable university-wide policies found on the policies web-site at [Policies](#).

This Handbook includes policies and procedures applicable to the University of Indianapolis Staff employees. It contains only general information and guidelines. It is not intended to be comprehensive or to address all possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or procedure, you should address your specific questions to Human Resources. The language used in this handbook is not intended to create nor is it to be construed to constitute a contract between the University of Indianapolis and any one or all of its employees. Unless an employee holds a written contract of employment signed by the President or Provost promising employment by the University for a specific term, the employee is an employee-at-will. This means that either party may terminate the employment relationship at any time for any reason.

## **VISION**

The University of Indianapolis will be recognized regionally and internationally for its high quality of student engagement in learning, leadership, and service.

## **MOTTO**

The official motto for the University of Indianapolis is "Education for Service."

## **IDENTITY**

The University of Indianapolis is a private, residential, metropolitan institution of higher learning that provides a transformational educational experience through strong programs in the liberal arts and sciences, selective professional and doctoral programs, collaborative partnerships throughout the city and the world, and a Christian tradition that emphasizes character formation and embraces diversity.

## **MISSION**

The mission of the University of Indianapolis is to prepare its graduates for effective, responsible, and articulate membership in the complex societies in which they live and serve, and for excellence and leadership in their personal and professional lives. The University equips its students to become more capable in thought, judgment, communication, and action; to enhance their imaginations and creative talents; to gain a deeper understanding of the Christian faith and an appreciation and respect for other religions; to cultivate rationality and tolerance for ambiguity; and to use the intellect in the process of discovery and the synthesis of knowledge.

To achieve its mission, the University:

- (A) complements academic majors and professional programs with a general education curriculum that includes courses focusing upon inquiry abstract logical thinking, and critical analysis writing, reading, speaking, and listening values and their impact upon judgment international and multicultural experiences understanding numerical data developing historical consciousness comprehending science and its methods and experiencing and appreciating the arts.
- (B) provides high-quality programs and services that are reviewed regularly and maintained, developed, or redirected as needed;
- (C) offers learning opportunities and programs of study that respond in innovative ways to the needs of both traditional and non-traditional students;
- (D) fosters a campus culture that embraces and celebrates human diversity;
- (E) maintains a Faculty of qualified professionals who are sensitive to developments in their disciplines and who demonstrate a commitment to teaching;
- (F) seeks strategic partnerships with campus, city, state, national, and global communities;
- (G) establishes international relationships and programs that promote intercultural understanding, awareness, and appreciation;
- (H) capitalizes on opportunities created by changing circumstances, pursuing initiatives consistent with its mission.

In pursuit of its mission, the University offers degree programs as well as credit and noncredit continuing education programs. A complete list of these programs is available from the Office of the Registrar.

## **VALUES**

We impart much more to our students than knowledge or practical skills. As an institution of higher learning, we value:

- (A) an emphasis on student learning in all aspects of University life;
- (B) faculty and student interaction that provides individual attention, engagement, and opportunities for mentoring;
- (C) international experiences for students, Faculty, and Staff;
- (D) engagement with religious traditions in an environment of hospitality, informed by the United Methodist Church and enriched by other traditions, religious and secular;
- (E) purposeful engagement with the city of Indianapolis and the State of Indiana;
- (F) ethical, responsible, and professional behavior with respect expressed among all members of the University community;
- (G) individual contributions of all members of the University community toward advancing our mission.

## **VISION 2030 STRATEGIC PLAN**

During the 2012-13 academic year, the Board of Trustees adopted a strategic plan designed to move the University toward excellence in enrollment and retention, career outcomes for students, University advancement, finance and affordability, and brand identity and reputation by the year 2030, when children born in 2012 will be of college age. The plan includes 32 initiatives to achieve those goals. They fall within one or more of three University focal points that emerged from the strategic planning process: the student experience, faculty/staff excellence, and community engagement. The initiatives aim to establish UIndy as a major anchor institution on the south side, build on its liberal arts core and specialty-area strengths, invigorate the student experience with new opportunities and connections, support faculty and programmatic innovation, expand financial aid, improve retention, and integrate teaching and applied learning in distinctive new ways.

## **HISTORY**

The University of Indianapolis is a private residential institution. The Board of Trustees signed the articles of incorporation on October 6, 1902, and academic instruction began September 26, 1905, after the first building (now known as GOOD Hall) was completed.

The University offers its diverse student body a comprehensive set of general, pre-professional, and professional programs grounded in the liberal arts. In keeping with its motto, "Education for Service," the University is committed to contributing to the quality and vibrancy of life in its immediate and broader community.

The institution was founded as Indiana Central University but was popularly known as Indiana Central College from 1921 to 1975, when use of the word "University" was resumed. The name was changed to University of Indianapolis in 1986.

The University has been church-affiliated since its inception in 1902, when it was founded by the St. Joseph and White River conferences of the Church of the United Brethren in Christ. The Indiana Conference joined the venture the next year. From 1946 to 1968, following the merger of the Church of the United Brethren in Christ and the Evangelical Church, it was an



Evangelical United Brethren institution. Since 1968, when the Evangelical United Brethren and Methodist churches merged, the University of Indianapolis has been affiliated with the United Methodist Church.

The University of Indianapolis seeks to prepare its students for life in an increasingly complex, rapidly changing world. Its curriculum encourages development of the total person, which includes the intellectual, physical, moral, and spiritual; reflects a commitment to Christian values; and rests upon the conviction that learning should be a lifelong activity. It therefore stresses the ideals of critical, rational thought; independent, responsible inquiry; novel, creative expression; and sensitive, reflective morality. Recognizing the unique worth of the individual, the University strives to nurture in its students the qualities that make a meaningful life possible and the wisdom to recognize that such a life is inseparable from personal and social responsibility.

The University's mission is to prepare its graduates for effective, responsible, articulate membership in the complex societies in which they live and serve, and for excellence and leadership in their personal and professional lives. It equips its students to become more capable in thought, judgment, communication, and action; to enhance their imaginations and creative talents; to gain a deeper understanding of the Christian faith and an appreciation and respect for other religions; to cultivate rationality and tolerance for ambiguity; and to use the intellect in the process of discovery and the synthesis of knowledge.

The University comprises the College of Arts and Sciences, College of Health Sciences (which includes the School of Occupational Therapy and Krannert School of Physical Therapy), School for Adult Learning, School of Business, School of Education, School of Nursing, and School of Psychological Sciences, as well as two centers of excellence, the Center for Aging and Community and the Center of Excellence in Leadership of Learning. The Richard G. Lugar Academy was launched in December 2012.

To see the degrees offered by the University go to: [Degrees and Certificates](#).

Robert L. Manuel, who was inaugurated in March, became the University's ninth president in July 2012. The University's eight previous presidents were J. T. Roberts (1905–08), L. D. Bonebrake (1909–15), I. J. Good (1915–44), I. Lynd ESCH (1945–70), Gene E. Sease (1970–88), G. Benjamin Lantz Jr. (1988–98), Jerry Israel (1998–2005), and Beverley J. Pitts (2005–12).

## **THE BOARD OF TRUSTEES**

The Board of Trustees of the University of Indianapolis is the legal entity of the University and carries full legal responsibility for all affairs of the institution. The essential function of the Board shall be policy-making and goal-setting, the assurance of sound management, and active participation in the provision of necessary funds or other resources as required to support the purpose of the University. The Board includes 36 members selected from the community, the alumni, at-large representation from the State and nation and three elected from each of the two Indiana conferences of the United Methodist Church. In addition, it has 3 *ex officio* members, the President of the University, the Bishop of the Indiana Area of the United Methodist Church, and the President of the Alumni Association. Board members are elected for terms of four years on a rotating basis, so that the terms of approximately one-fourth of the members expire each year. For a list of the trustees go to: [Board of Trustees](#).

## **PHILOSOPHY**

The University of Indianapolis seeks to prepare its students for life in an increasingly complex and rapidly changing world. To this end, the University's curriculum encourages development of the total person, including intellectual, physical, moral, and spiritual aspects. This curriculum reflects a commitment to Judeo-Christian values and rests upon the conviction that learning should be a lifelong activity. It, therefore, stresses the ideals of critical, rational thought; independent, responsible inquiry; novel, creative expression; and sensitive, reflective morality. Recognizing the unique worth of each individual, the University strives to nurture within its students the qualities that make meaningful life possible and the wisdom to recognize that such a life is inseparable from personal and social responsibility.

## **PRESIDENT**

The President is the chief executive officer of the University. He/she is elected by the Board of Trustees and is responsible to the Board for the administration of all policies adopted by the Board and for the execution of all acts by the Board.

## **PRESIDENT'S CABINET**

Go to: [President's Cabinet](#) for a current listing of Cabinet members.

## **THE ROLE OF HUMAN RESOURCES**

Human Resources is a strategic partner with the University's leadership team to develop and disseminate innovative human resource programs and services designed to support the vision and mission of the University of Indianapolis. The office's core services and competencies include recruitment, employment, retention, training, employee relations, salary administration, benefits, payroll, and compliance with federal and state employment laws.

The Human Resources staff values our employees and strives to be respectful to their concerns, responsive to their needs and committed to their success. It is a place where employees may speak freely, solicit advice, and receive guidance to personnel-related issues and questions. Finally, an important goal is to promote a positive, caring work environment and to do all within Human Resources' power to encourage and support such an environment throughout the campus community.

## **FACULTY**

Faculty are teaching members of the University and are governed by the policies contained in the Faculty Handbook.

## **STAFF**

Staff members perform a wide range of important job functions for the University. Staff consists of those employees, other than students, who are not classified as faculty. This employee handbook applies to all personnel classified as "Exempt and Non-Exempt Staff".

## **EMPLOYMENT RELATIONSHIP**

All staff employment relationships with the University of Indianapolis are considered "at-will" arrangements and either party is free to terminate the relationship at any time for whatever reason as long as there is no violation of applicable state or federal law.

## **CONDITIONS OF EMPLOYMENT**

All new employees are required to report to Human Resources by the first day of employment to complete Section 1. Employee Information and Attestation of USCIS Form I-9. The employee must also present acceptable documents evidencing identity within three business days of the employee's first day of employment. Acceptable documents can be found on the last page of Form I-9, LIST OF ACCEPTABLE DOCUMENTS, found at: [USCIS I-9](#).

New employees that have not provided proof of employment eligibility within the specific time period will not be allowed to work until this requirement is fulfilled.

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The University of Indianapolis, as required by law, makes equal employment opportunities available to all persons without regard to race, sex, age, color, religion, national origin, disability, citizenship status, military status, marital status, or any other category protected under Federal, State, or local law. This policy applies to applicants and employees and to all aspects of employment including recruitment, hiring, promotion, training, transfer, demotion, rates of pay, or other forms of compensation, and termination of employment. Further, irrespective of whether sexual orientation is a legally-protected status, the University of Indianapolis does not tolerate discrimination on the basis of an employee's sexual orientation. Questions regarding Equal Employment Opportunity should be directed to your supervisor or the Director of Human Resources.

### **Notice of Non-Discrimination**

The University of Indianapolis does not discriminate on the basis of race, color, national origin, religion, sex, disability, sexual orientation (or gender identity or expression) or age in its programs and activities. The University complies with the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

The following person has been designated to handle inquiries regarding the non-discrimination policies. For questions, please contact Erin Farrell at 317-788-6132 or [farrelle@uindy.edu](mailto:farrelle@uindy.edu).

For further information on notice of non-discrimination, contact U.S. Department of Education Office for Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37<sup>th</sup> Floor, Chicago, IL 60604.

### **Anti-Harassment and Discrimination Policy**

The University of Indianapolis is committed to providing a work environment in which individuals are treated with fairness, respect and civility. University employees and students have a right to work and learn in a place that is free from discrimination and harassment, sexual or otherwise. Through this policy, the University explains its intolerance of verbal, visual and physical conduct that demeans another, unreasonably interferes with an individual's job, or creates an intimidating, hostile or offensive working environment.

The University encourages and expects the prompt reporting of perceived incidents of discriminatory or harassing conduct, regardless of the offender's identity or position. The University will respond to every complaint in violation of this policy. Complaints will be handled promptly and confidentially to the extent possible while conducting a thorough investigation and administering disciplinary action. This policy prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Conduct prohibited by this policy is unacceptable in the workplace or in work settings and is subject to disciplinary action up to and including termination. Additionally, off-duty conduct that violates this policy and affects the work environment is subject to disciplinary action up to and including termination.

### **Policy Definitions and Examples of Unacceptable Behavior**

Discrimination – The act of treating people differently based on their actual or perceived membership in a certain group or category based on race, color, national origin, age, religion, disability status, sex, sexual orientation, gender identity, genetic information, marital status, or any other characteristic protected by law.

Harassment – Any verbal, written, physical, electronic or other conduct based upon an individual's protected status that creates a hostile environment or becomes a term of employment.

Sexual Harassment – Sexual harassment, as defined by Title IX of the Education Amendments Act of 1972 and clarified in 2020 by regulations promulgated by the U.S. Department of Education, "means conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the [University] conditioning the provision of an aid, benefit, or service of the [University] on the individual's participation in unwelcome sexual conduct; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the [University's] education program or activity; or (3) Sexual assault[,], . . . dating violence[,], . . . domestic violence[,], . . . or stalking[.]" 34 C.F.R. § 106.30(a).

As defined, sexual harassment includes sexual assault, dating violence, domestic violence and stalking. Each term is respectively defined below:

1. **Sexual Assault:** An offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the FBI, including but not limited to the following: rape, seduction, buggery, fondling, incest, statutory rape, indecent exposure, indecent liberties, or attempt of any of the foregoing. Sexual Assault includes both nonconsensual sexual contact and nonconsensual sexual penetration.
  - a. Nonconsensual sexual contact is the touching of breasts, buttocks, groin, or genitals of another, whether clothed or unclothed, intentionally touching another with any of these body parts and/or making another person touch the perpetrator or themselves with or on any of these body parts without consent.
  - b. Nonconsensual sexual penetration is penetration, no matter how slight, of the vagina or anus with any body part or object without consent and/or any contact between the mouth of one person and the genitalia of another person without consent.

2. **Dating Violence:** Violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of the interaction between the persons involved in the relationship.
3. **Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Indiana, or by any other person against an adult or youth victim who is protected from that person's acts under Indiana's domestic or family violence laws, including the following: someone who is dating or has dated the other person; is engaged or was engaged in a sexual relationship with the other person; is related by blood or adoption to the other person; is or was related by marriage to the other person; has or previously established the legal relationship as a guardian, ward, custodian, or foster parent of the other person; has a child in common with the other person; or has adopted a child of the other person.
4. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress. Stalking includes "cyber-stalking", which is a particular form of stalking in which a person uses electronic media, social networks, blogs, cell phones, texts, or other similar devices or forms of conduct.
  - a. Hostile Work Environment – Unwelcome conduct that is so severe, persistent or pervasive that a reasonable person would consider it intimidating, hostile or abusive.
  - b. Quid Pro Quo (this for that) – Submission to unwelcome conduct is made a term or condition of employment or it forms a basis for employment decisions affecting an individual. Examples include:
    - i. Decreasing hours or assigning an unfavorable shift after an employee has declined a sexual advance of a supervisor
    - ii. Promising a raise or promotion to someone who accepts a requests for a sexual favor
    - iii. Denying development opportunities or membership to an organization to an individual who has declined a manager's request for a date

### **Types of Harassment**

- Verbal – comments that are offensive or unwelcome including epithets, slurs and negative stereotyping
- Visual – written or graphic material that is offensive or derogatory including posters, emails, text messages, social media posts
- Physical – blocking an individual's path, invading one's personal space, assault, stalking

### **Examples of Inappropriate Sexual Conduct**

- Verbal abuse of a sexual nature
- Commentary about an individual's body, sexual prowess or sexual deficiencies
- Touching or grabbing of a sexual nature
- Repeatedly standing too close to or brushing up against a person

- Repeatedly asking a person to socialize during off-duty hours when the person has said no or indicated that he or she is not interested
- Giving gifts or leaving objects that are sexually suggestive
- Leering or whistling
- Obscene comments or gestures
- Display of sexually suggestive objects or pictures
- Off-duty, unwelcome conduct of a sexual nature that affects the work environment
- Other unwelcome physical, verbal or visual conduct of a sexual nature

## **Retaliation**

Any adverse action taken against an individual because he or she filed a complaint of discrimination or harassment or participated in the investigation of complaint or violation of this policy. Retaliation may include adverse employment actions, threats, coercion or intimidation.

## **Reporting a Complaint**

Employees who believe they have experienced or witnessed discriminatory, harassing or retaliatory conduct should promptly report their concerns to:

- Title IX Coordinator;
- Employee's immediate supervisor or manager; or
- Director of Human Resources; or
- University Vice President

Employees who believe they are being subjected to discriminatory or harassing behavior should "speak up", inform the offender that his or her conduct is unwelcome and request that the conduct stop. The employee should document the incident and his or her request for the conduct to stop. An employee who witnesses this type of conduct is also encouraged to "speak up" and document the incident. This action often resolves the issue by putting the offender on notice that the conduct is unwelcomed and inappropriate. The act of "speaking up" does not exclude an employee from filing a complaint if the behavior continues or ceases and begins again. The University, however, does understand that some individuals prefer to resolve the issue through the complaint procedure without addressing the offender.

Supervisors and/or vice presidents who receive a complaint should promptly notify the Director of Human Resources and the Title IX Coordinator if applicable. Any complaints involving students should be directed to the Dean of Students and/or the Title IX Coordinator. See [Sexual Misconduct Policy](#).

## **The Investigation\*\***

Any reported allegation of harassing, discriminatory or retaliatory conduct will be investigated promptly. The Director of Human Resources, or designee, will begin the investigation process. The ensuing investigation may include individual interviews with the complainant, the accused violator of this policy and other individuals who may have observed the conduct or have other information relevant to the investigation. Confidentiality will be maintained throughout the investigation to the extent possible consistent with a thorough investigation and disciplinary action.

Upon completion of the investigation, if it is found that the conduct violated this policy, the Director of Human Resources will recommend appropriate disciplinary action. Disciplinary action will be dependent upon the following factors: the severity, frequency and pervasiveness of the conduct; prior complaints made against the accuser; and, the quality of the evidence. The University may take actions that include, but are not limited to, training, written warning, reassignment, temporary suspension without pay, or termination, as it believes is appropriate.

The Director of Human Resources may recommend appropriate preventive action if the investigation is inconclusive or if no violation is found but the conduct is deemed problematic.

Employees found to have made false and malicious complaints of discrimination, harassment or retaliation (as opposed to those made in good faith) will be subject to disciplinary action up to and including termination.

Complaints that do not involve discrimination, harassment, sexual misconduct, or intimidation are to be resolved through the Staff Grievance Procedure, which is detailed in the Personal Conduct section of this Handbook.

**\*\*All allegations of conduct that is covered by the [Sexual Misconduct Policy](#) will be governed by its investigation and hearing process.**

### **Americans with Disabilities Act**

The University policy and federal law prohibit employment discrimination against qualified individuals with physical or mental disabilities.

The Americans with Disabilities Act (the ADA) defines an individual with a disability as a person who meets one of the following conditions:

- Has a physical or mental impairment that limits one or more major life activities (e.g., walking, speaking, seeing, hearing, performing manual tasks);
- Has a record of such impairment; or
- Is regarded as having such impairment.

A qualified person with a disability is someone with a disability who, with or without a reasonable accommodation, can perform the essential functions of the employment position he or she holds or desires without threatening the safety of themselves or others and who otherwise meets the necessary skill, work experience, education, training, licensing or certification, or other job-related requirements of a position.

University of Indianapolis is committed to ensuring equal employment opportunities for qualified individuals with disabilities. It is the policy of University of Indianapolis to base selection criteria on job-related requirements. The University will provide accommodations to employees and applicants protected by the ADA by making changes in the work environment or by changing certain practices and procedures as long as these changes do not pose an undue hardship or alter the essential functions of the position.

### **Reasonable Accommodation**

The University of Indianapolis will take appropriate steps to provide reasonable accommodation upon request to qualified individuals with disabilities so long as doing so does not cause an undue hardship. If you need disability accommodation, please submit the ADA Reasonable Accommodation Request Form found in the Employee section of myUIndy under Human Resources - Health & Safety.

The University also will take appropriate steps to provide reasonable accommodation upon request to employees whose religious beliefs or restrictions create a conflict with institutional policies, practices, or procedures so long as doing so does not cause an undue hardship. If you need accommodation, please provide a written description of your situation and your needs to the Director of Human Resources, and someone will contact you to discuss your request.

### **Conflict of Interest**

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the University wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Human Resources for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision or action which may result in a personal gain for that employee or for a relative of that employee. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, grants, contracts, or leases, it is imperative that they disclose to their vice president as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the University conducts business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the University.

The University reserves the right to investigate allegations of violations of this policy. A violator may be subject to discipline, up to and including termination of employment.

### **Moral and Ethical Conduct**

The University is committed to the highest standards of moral and ethical conduct. The University recognizes the importance of protecting this institution, its employees, and assets against financial risks, operational breaches, illegal conduct, and unethical activities. Consequently, the University prohibits its employees and others from misconduct and such, but not limited to the following:

- Theft or other misappropriation of assets, including assets of the University, our students, our employees, our suppliers, or others with whom we have a business relationship
- Misstatements and other irregularities in University records, including the intentional misstatement of financial records
- Alteration or falsification of records
- Failure to account for monies collected
- Forgery or other alteration of documents
- Wrongdoing



- Knowingly providing false information on job applications and other University forms

It is the responsibility of every employee, supervisor, manager, and administrator to immediately report suspected misconduct or dishonesty. Concerns must be reported to any of the following:

- The employee's immediate supervisor or vice president
- The Director of Human Resources
- The Vice President and General Counsel
- The President

Supervisors, when made aware of such allegations, shall immediately report such acts to one of the individuals listed above. All reports will be taken seriously and will be investigated by the appropriate parties, in a manner intended to protect confidentiality, by the appropriate parties. If deemed necessary, the University will notify and cooperate with the appropriate law enforcement agency. Any investigation resulting in the finding of dishonesty or other misconduct will result in disciplinary action, up to and including termination of employment for employees, or such other action as may be deemed appropriate under the circumstances.

## **EMPLOYEE STATUS**

### **New Employee Introductory Period**

There is a new employee introductory period of one (1) year of time worked for police officers, six (6) months of time worked for exempt staff, and four (4) months of time worked for non-exempt staff who are hired or who transfer into a new position. This period is a time for you to learn new responsibilities and for your supervisor to evaluate your progress in meeting performance standards. During this time your supervisor will provide you with an explanation of your job duties and acquaint you with departmental procedures. You are encouraged to ask questions to ensure that you understand fully what is expected of you.

The introductory period will enable your supervisor to evaluate your performance and will allow you to critically evaluate your job to determine if it is the right one for you. You may not transfer or be considered for another position outside of your department until you have successfully completed your introductory period. You will receive a performance evaluation following the introductory period. The University may terminate an employee during the introductory period without notice, or may terminate an employee after completion of the introductory period with notice. In unusual instances, when more time is required to provide a complete and fair evaluation of the employee's job performance, the introductory period may be extended another two (2) months.

### **Non-exempt Employees and Exempt Employees**

The Fair Labor Standards Act requires payment of overtime compensation to employees whose positions are classified as "non-exempt". Certain employees are "exempt" from overtime requirements. To be classified as an exempt executive, administrative or professional employee, the worker must be paid on a "salary basis" and meet certain definitions including the exercise of "discretion and independent judgment" in the performance of the job. Exempt employees are not eligible to receive overtime pay. For more information concerning whether a position is classified as non-exempt or exempt, employees may contact Human Resources.

## **Work Schedules**

Normal business hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. However, the hours a staff employee is expected to work will be determined by the need and established schedule in each department. Departments offer different services and work hours may vary. An employee's supervisor will inform him/her of the schedule and will give as much advance notice as possible when changes must be made.

### **Regular Full-Time Employees**

Regular full-time non-exempt employees are scheduled to work at least thirty-seven and one-half (37 ½) hours per week for twelve (12) months. Full-time employees are eligible for all employee benefits. Employees who work full time but less than twelve (12) months a year will earn vacation and sick benefits on a prorated basis in direct proportion to the number of months scheduled to work.

### **Regular Part-Time Employees**

Regular part-time employees are scheduled to work a minimum of twenty (20) hours per week. These employees are eligible to earn vacation and sick time and to participate in the majority of employee benefit programs.

### **Part-time Non-Benefit Eligible and Temporary Employees**

Part-time non-benefit eligible employees work less than twenty (20) hours per week and are assigned to work on an intermittent and/or unpredictable basis and are not eligible for any University benefits. Temporary employees, also not eligible for University benefits, are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change.

All legally mandated benefits (such as Social Security and workers' compensation insurance) are provided to part-time non-benefit eligible and temporary employees.

### **Grant Funded Positions**

Positions funded in whole or in part by grant or contract supported funds, are subject to termination by the University at any time in the event of reduction or termination by the source of the grant or contract funds that support this position.

Should a grant or contract supported position be eliminated, any accrued vacation hours will be administered under the terms of the grant.

## **EMPLOYMENT**

The University of Indianapolis's recruiting, interviewing and hiring processes are conducted to ensure the employment of the best qualified applicants. These activities must be carried out in a manner consistent with the University's commitment to the principles of affirmative action and to ensure that minorities, veterans, disabled individuals, and women are given equal opportunity for employment and promotion.

The complete Recruitment & Selection Guide is available on myUIndy under Human Resources at: <https://my.uindy.edu/web/home-community/hr-recruitment>.

### **Employment of Aliens**

Employment of aliens is restricted to those who are authorized under law to accept employment in the United States. As part of the employment process, aliens are required to provide evidence of employability, documentation of their identity, visa, work permit, and/or authorization to accept employment in the United States.

### **Employment of University of Indianapolis Students**

University of Indianapolis students who are enrolled as full-time students cannot be employed by the University in a regular, full-time staff position. University of Indianapolis students who seek employment at the University must do so through the Professional Edge Center.

### **Employment of Minors**

Human Resources is responsible for ensuring compliance with federal and state laws concerning hours and conditions of employment of individuals between fourteen (14) and eighteen (18) years of age. No minor under the age of 14 may be employed by the University of Indianapolis.

All minors under the age of 18 must have a work permit issued by the local school authority on file in Human Resources before the minor can work on campus. No one under 18 may work between 7:30 a.m. and 3:30 p.m. on a school day without written permission from the child's school.

A minor who meets one of the conditions described below is not subject to the hour's restrictions and is not required to have a work permit on file:

- Graduated from high school
- Earned a G.E.D.
- Withdrew from school

Minors of any age are not permitted to work under the direct or indirect supervision of a relative.

Minors are subject to the same University requirements and forms completion as any other new hire as outlined in the University's recruitment and selection procedures. This includes the completion of the I-9, Tax Withholding forms, Application of Employment, etc.

Prohibited occupations for minors under the age of 18 years include:

- Occupations involving explosive components
- Occupations requiring the operation of a motor vehicle, driver or helper
- Occupations involved in the operation of power driven circular saws, band saws, wood working machines, guillotine shears, metal forming, punching or shearing machines
- Occupations involving exposure to radioactive substances
- Occupations involved in the operation of power driven hoisting apparatus
- Occupations involved in wrecking and demolition
- Occupations involved in the operation of bakery machines or any occupation found to be particularly hazardous or detrimental to the health or well-being of a minor.

## **Employment of Relatives – Nepotism**

The University encourages current employees to communicate vacant positions on campus with acquaintances, friends, and relatives who possess the skills, experience and education level for the position. However, University of Indianapolis does not hire, promote, or transfer close family members related by blood, marriage, or adoption into a position that creates an immediate supervisor - employee relationship. For the purposes of this policy, “relative” applies to the following relationships: spouse, child, parent, brother, sister, grandparent, grandchild, or in-law. If such a supervisory relationship occurs, the University may design an alternative supervisory arrangement so as to remove the potential for conflict of interest.

## **Consensual Romantic Relationships**

This policy will provide guidance to all staff members concerning the risks associated with consensual romantic or sexual relationships between members of the University community where a conflict of interest between the parties exists or may exist.

Conflicts of interest may arise when relationships occur between and among employees, students and prospective employees. Current procedures exist which prohibit employees from evaluating the work of others with whom they have close and intimate familial relationships or from making employment, promotional or similar decisions. Whenever a conflict of interest occurs or may occur, because of a consensual, romantic relationship, it is the employee's responsibility to inform the immediate supervisor concerning the relationship. If the relationship involves the immediate supervisor, then the employee should inform the next level of management. This level of management is responsible for making the necessary arrangements to eliminate or resolve any conflict or possible conflict.

The University's educational mission is promoted by the professionalism in its faculty-student and staff-student relationships. Staff employees are cautioned that consensual romantic relationships with student members of the University community, while not expressly prohibited, can prove problematic and may lead to complaints by students of sex discrimination or sexual misconduct. While some relationships may begin and remain harmonious, they are susceptible to being characterized as non-consensual and even coercive. This sometimes occurs when such a relationship ends and is exacerbated by the inherent power differential between the parties. A staff member involved in a consensual relationship with a student is expected to remove him/herself from academic or professional decisions concerning the student. This expectation arises because the relationship may impair, or may be perceived as impairing, a faculty, or staff member's ability to make objective judgments about that student.

## **New Employee Orientation**

Orientation programs assist employees in understanding institutional values and culture and, as a result, encourage commitment to the University. The orientation begins during recruitment and selection and continues as needed throughout the employee's employment.

Human Resources supports this process by conducting New Employee Orientation sessions to provide new employees with information on the University's expectations, programs, and benefits.

## **Departmental Orientation**

In addition to the orientation conducted by Human Resources, new employees are afforded additional orientation at the departmental level. Supervisors are responsible for assuring that all new employees are familiar with the role and responsibilities of the department and how their position contributes to the success of the University. In addition, it is expected that the supervisor will meet with the new employee within the first week of employment to review specific departmental policies.

## **Job Descriptions**

The University makes every effort to create and maintain accurate job descriptions for all positions within the organization.

Job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

Hiring managers and Human Resources collaboratively prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised periodically to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being performed.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact your supervisor or Human Resources if you have any questions or concerns about your job description.

## **Supervisory Responsibilities**

In order for the University of Indianapolis to operate effectively and efficiently, it is essential that employees in supervisory positions perform their responsibilities in accordance with the University's mission. The responsibilities listed below describes the supervisor's essential duties, but are not intended to be all-inclusive.

- Assign and review work assignments; to ensure that tasks are completed correctly and within the required time frame.
- Ensure appropriate on-the-job training and orientation to the department.
- Promote the University's equal opportunity and affirmative action policies.
- Establish work performance standards and expectations.
- Conduct periodic and/or annual performance evaluations.
- Counsel and advise employees regarding their performance.
- Practice and promote safe work habits and conditions.
- Listen intently and respond appropriately to employees' questions, concerns, suggestions, etc.
- Serve as the primary resource for employees, as well as assist with work-related concerns.
- Recommend employees for promotions and transfers.
- Administer corrective disciplinary action, whenever appropriate.
- Maintain ethical standards which will reflect favorably upon the University of Indianapolis.

## **Employee's Responsibilities**

- To spend the workday efficiently and effectively by following directions, performing tasks safely and well, and showing an awareness of priorities.
- To observe University and departmental policies and procedures.
- To report for work on time.
- To be courteous and cooperative toward all University employees, students, and visitors.
- To respect and not violate the confidentiality of information concerning students, faculty and staff.
- To respect the rights of others.
- To observe all safety and security policies.
- To protect and conserve University of Indianapolis's resources and use them for legitimate work purposes only.
- To report any fraud, abuse, theft, or corruption to the appropriate authorities.

## **Attendance and Punctuality**

Regular attendance and punctuality are both conditions of employment with the University. All employees are expected to report for work as scheduled and on time. Absenteeism and tardiness place a burden on other employees, disrupt work and prevent departments and offices from meeting schedules. Absence and tardiness are factors to be considered in the performance evaluation.

Absence from work for three (3) or more consecutive workdays due to illness or injury may require a physician's statement including dates of absence, reason for absence, and a release to return to work. An employee whose attendance demonstrates either a consistent pattern of unscheduled absences and tardiness or excessive unscheduled absences or tardiness will be subject to corrective action up to and including termination.

## **Reporting Absences**

Employees are required to notify their immediate supervisor of the absence within one-half (1/2) hour of the start of the workday. If an unscheduled absence is due to an emergency, employees must notify their supervisor as soon as possible.

If an employee's arrival to work is to be delayed, the employee is expected to notify his/her immediate supervisor of the delay and the anticipated arrival time as soon as possible.

If an employee is absent from work for three (3) consecutive scheduled workdays and has not notified his/her supervisor of the unscheduled absence, the employee will be considered to have resigned voluntarily from the University.

## **Outside Employment**

University of Indianapolis recognizes that some employees may have other employment outside the University. Below outlines the University's policies concerning other employment by employees:

- No employee of the University may engage in outside business activities during scheduled work hours.
- University property may not be used for outside employment.

- Employees must make sure that any employment outside of the University does not engage them in any activity, business, professional work, or enterprise which is incompatible or in conflict with the efficient performance of their job duties, functions and responsibilities as employees of the University.
- Employees are not permitted to use the name of the University of Indianapolis to promote their outside business activities without prior approval of the President.
- Employees are not to engage in any outside employment that is disruptive, competitive, or damaging to the University.

### **Weather Emergencies**

Please see: [https://www.uindy.edu/policies/files/extreme\\_weather\\_policy.pdf](https://www.uindy.edu/policies/files/extreme_weather_policy.pdf)

### **Other Emergencies**

In the event the University cannot provide work due to an emergency (power outage, etc.), hourly (non-exempt) employees will be paid up to two hours for time lost from work. Additional time lost may be made up within the workweek (not to exceed 40 hours) with approval by the department head. Exempt Staff may be used to staff University offices during the term of the emergency.

### **Watchdog Alert System**

When UIndy is threatened by severe weather or other dangers, the University alerts the campus community with its electronic notification system, Watchdog. Named for the school's greyhound mascot, Watchdog sends warning and instructions to identified phone numbers and email addresses.

UIndy encourages employees to register multiple points of contact for messages, including work, home and cell phone numbers and email addresses. The more options Watchdog has for contacting employees, the more likely he/she will receive an alert.

For information on the Watchdog Alert System and other safety resources, go to: [Public Safety](#).

Employees should register for Watchdog at [Rave](#). Phone messages originate from 317-788-3559.

### **Monthly Leave Reports**

By the 7<sup>th</sup> of the following month, exempt staff should submit their monthly electronic leave reports via myUIndy Self-Service Banner. Staff should record any usage of vacation, sick, bereavement, military, and jury duty time off. During any month that the employee takes unpaid time off (with the exception of FMLA), the employee must notify the Payroll Manager in advance of the time being taken.

### **Rest Period**

Rest/break period of fifteen (15) minutes may be taken with supervisory permission. The rest period is paid time, counted as time worked and is non-cumulative. The rest period is intended to be preceded by and followed by an extended work period and may not be used

to cover late arrival to work or early departure. It may not be scheduled or taken during the first or last hours of a workday and may not be combined with the lunch period except with prior approval of the supervisor.

### **Provision for Nursing Mothers**

The University promotes a respectful and healthy work environment for all employees. The time required to express milk is paid time if it occurs during work hours. The expectation is that the employee can express milk during rest periods and lunch breaks. If additional time is needed, supervisors are encouraged to grant reasonable flexible scheduling to accommodate the need. Departments are to provide a location, to the extent reasonably possible, where an employee can express breast milk in private.

### **Lunch Period**

A thirty (30) or sixty (60) minute unpaid lunch period is generally provided in the middle of each work day. The exact time of the lunch period should be scheduled by the supervisor to ensure proper staff coverage for the office. Non-exempt staff should record on their time sheets the time they begin and the time they return from the lunch period. It may not be scheduled or taken during the first or last hours of a workday and may not be combined with the rest period except with prior approval of the supervisor.

### **Salary Administration & Compensation**

These salary administration guidelines serve as the basis for consistent and equitable salary decisions for staff positions.

Salary increases are not automatic. A major factor for determining salary increases is the financial position of the University. Merit salary increases are effective at the beginning of the academic year, September 1.

#### New Hires

The hiring range for inexperienced new non-exempt staff is the entry level of the pay grade for the position classification and new exempt staff beginning salaries should not exceed the established budgeted amount. All staff salary offers should have the prior approval of Human Resources to ensure that internal equity and other considerations are addressed.

### **Overtime Non-Exempt/Hourly Paid Staff**

Supervisors will attempt to schedule a normal workweek. However, on occasion, it may be necessary to work overtime in order to meet workload requirements. As much notice as possible will be given when these situations occur. Every effort will be made to distribute the overtime work evenly.

The workweek begins at 12:00 a.m. Sunday and ends at midnight Saturday. Overtime is defined as any hours worked in excess of 40 hours per week for non-exempt employees. All overtime hours must be pre-approved by the employee's supervisor. Hours over 40 worked in a week will be paid at 1-1/2 times the regular hourly rate. Overtime will be calculated on "actual hours worked" and does not include vacation, sick, holidays or any other paid time off hours. In addition, a supervisor's approval is needed to work over regularly scheduled hours.



The FLSA provides that employees engaged in fire protection or law enforcement may be paid overtime on a "work period" basis. Law enforcement personnel must receive overtime after 86 hours worked during a 14-day work period. University Police Officers on a schedule of 12-hour shifts will receive overtime after working 86 hours in a 14-day work period.

Non-exempt employees who work extra hours on a given workday may be permitted or required to take an equal number of hours off within the same work week. Taking time off in lieu of overtime pay is not allowed. If the time off within the same work week is not taken, overtime pay must be paid. Please note there is no compensatory time off in lieu of overtime pay for non-exempt staff.

As a condition of employment, employees are expected to work overtime as required by the operational needs of the University.

### **Compensation for Off Campus Work & Travel Time for Non Exempt Staff**

Off Campus Work – When you must work at a location away from the campus of your normal work assignment, travel time in excess of your normal travel time from home to work is counted as hours worked. Approved attendance at lectures, meetings, and training programs (and similar activities) is work time if *one or more* of the following occur:

- attendance is during normal work hours
- attendance is required by the university
- the event is work related
- university work is performed

Overnight Travel - All of the following must be counted as work time:

- driving you are required to perform
- work performed while traveling
- travel time during normal work hours

Each of the following cannot be counted as work time:

- a break in travel for meals and
- time at the destination when you are free to "come and go" as you please

Conferences - When daily conference activities are completed and you are on your own, this time is not work time. Time for meals, sleep, and voluntary social events that are part of the conference is not work time.

Time Zones - If an employee travels from IN to CA, you would look to EST for the departure from IN to CA, but you would look at the Pacific Time Zone for the departure from CA to IN

### **After Hours, Call-In Procedures**

Non-exempt employees who are called back to work to respond to an emergency situation outside their normal scheduled workday are compensated for a minimum of two hours at time and one-half. Examples of emergencies for the Physical Plant Staff are:

Heating or cooling system problems in buildings;

Flooding or water leaks in buildings that create a hazardous condition excluding clogged sinks, showers, toilets, etc.; and

Weather or fire-related damage to University buildings, grounds, property, etc.

### **Application for Promotion or Transfer**

Employees who are interested and meet the minimum qualifications for a vacant position are encouraged to apply through the Human Resources online applicant tracking system at [HRJobs](#). Employees are encouraged, but not required, to discuss their interest in another position with their supervisor. However, employees should inform their supervisor when an interview has been scheduled with the hiring department. With prior notice to the supervisor, employees will be granted time off with pay to participate in the interview process.

### **Promotion and Transfer**

The University of Indianapolis encourages the promotion and/or the transfer of employees within the workplace whenever possible. In the event that all qualifications are equal between internal and external candidates for vacant positions, the internal candidate shall be given preference. However, the University supports hiring the most qualified candidate for the position and, therefore, will not automatically promote or transfer an internal candidate into a vacant position.

#### Promotions

A promotion occurs if you move to a new position at a higher grade level. The new position may be in your current department or a new department. A promotion to a higher job grade is normally accompanied by a salary increase, depending on the level/rank of your current salary within the new pay grade.

#### Transfers

A transfer occurs when an employee moves to a position that is at the same or lower rank/salary level. When a transfer is to a lower rank or salary level, the employee's salary will normally be reduced to reflect the position job duties and salary level.

Employees may apply for a transfer or promotion to another department within the University if the following conditions exist:

- a position is available;
- the employee has successfully completed his/her new employee introductory period;
- the employee has been in his/her present position for a minimum of six months;
- the employee has a satisfactory performance record;
- the employee meets the qualifications for the position; and
- the employee is willing to accept the pay level for the position.

With the written approval of the employee's department head, an employee who has successfully completed the new employee introductory period, but with less than six months in his/her current position may apply for the vacant position.

#### Lateral Transfers

A lateral transfer occurs if you move to another position classified at the same pay grade. Lateral transfers allow employees to gain broader skills in a variety of job assignments.

#### Transfers to a Lower-Level Position

Employee-initiated transfers to positions with a lower pay grade level will normally result in a salary reduction.

#### Reclassified Positions

If your position is reclassified to a higher grade, you will normally receive a salary increase. In rare cases, depending on the position of your salary in the new pay grade, no increase may be appropriate. In most cases salary increases will be effective the beginning of your next pay period.

### **Independent Contractors**

For information concerning Independent Contractors, go to: [Independent Contractor Policy](#)

### **Personnel Records**

The University maintains a personnel file on each employee. This file includes the application for employment, resume, offer of employment, performance appraisals, salary increases, and other employment records. It is the responsibility of each employee to promptly notify Human Resources of any changes in personal data. Personal mailing addresses, telephone numbers, names and number of dependents, marital status, individuals to contact in the event of emergency, educational accomplishments, and other information must be accurate and current at all times.

For the protection of all and to maintain employee privacy, employees may examine their personnel records in accordance with the following procedures:

- Records may be examined by scheduling an appointment with Human Resources;
- Records may only be examined in the Human Resources office and in the presence of a Human Resources Representative;
- No record may be removed from Human Resources; and
- Employees may receive copies of any document in their file.

### **Release of Employee Information**

The information contained in personnel records is used to respond to inquiries from third parties about former or current employees (such as credit and prospective employment references). Human Resources is responsible for providing responses to these types of requests and will only confirm dates of employment, wage rate, and positions held. Release of more specific information is at the sole discretion of the University and may be provided as required by law or upon receipt of a detailed written release signed by the employee. All such requests for information must be referred to Human Resources.

### **Training & Development**

The University of Indianapolis is a learning institution that values, supports, encourages and requires career/professional development of its most important human resources - its employees. By evaluating all current training programs to participant's comments for future planning, the University strives to provide the appropriate training for employees and/or

groups. This process is critical to both the health and well-being of the University and its employees.

As a condition of employment, staff members shall, from time to time and at the direction and discretion of the University, participate in mandatory training offered and provided by the University. Training may include, but shall not be limited to, Title IX, sexual harassment, ethics and compliance, FERPA, HIPAA, active shooter and emergency preparedness, OSHA safety, Material Safety Data Sheets, and human research protection.

## **Identification Cards**

All full-time and part-time employees are required to have a University of Indianapolis photo identification card referred to as the One Card. The One Card may be used for library privileges, bookstore, access to athletic facilities and games. In addition, the provides a safe, easy, and convenient way to make purchases on campus through credit and declining balance privileges at any dining location, bookstore, copy and vending machines, etc. Lost One Cards should be reported immediately to the immediate supervisor. There is a replacement fee of \$20 for lost or stolen cards. The card should be returned to Human Resources upon the employee's termination.

## **Payroll Practices**

Go to myUIndy > Employee > Human Resources > Payroll for current forms, information on how to access your pay stub, and instructions on web time entry, leave reporting, and pay schedules.

### Direct Deposit

Direct deposit of your paycheck to your personal checking or savings account is the preferred method of payment. Each pay, your check is deposited directly into your financial institution. Direct deposit offers the benefit of convenience, dependability, and safety against lost or stolen checks.

### Garnishments

Upon receipt of a wage garnishment, the University will forward a copy of the notice to the employee. In accordance with the garnishment notice, Payroll will begin to withhold the specific amount from the employee's check. All garnishments are calculated in accordance with state and federal regulations.

### Monthly Leave Reports – Exempt and Non-Exempt Pay Corrections

The University takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Payroll Office so that corrections can be made as quickly as possible. Generally, any correction will be made on the next regularly scheduled pay date.

### Pay Corrections

The University takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that the employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee is to promptly bring the discrepancy to the attention of the Payroll Manager so that corrections can be made as quickly as possible.

#### Pay Dates

Monthly: Exempt staff are paid on a monthly basis on the 25<sup>th</sup> day of each month for the current month.

Bi-Weekly: Non-exempt staff are paid bi-weekly every two weeks on Friday, for hours worked during the preceding two-week period.

Unless otherwise designated, the workweek runs from Sunday (12:00am) through Saturday (11:59pm).

When holidays occur on a regular scheduled pay day, employees will be paid on the last working day prior to the holiday.

#### Time Records

Accurately recording time worked is the responsibility of every exempt and non-exempt employee. Federal and state laws require the University to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Non-exempt staff should accurately record the time they begin and end their work, as well as the beginning and ending time of each lunch period. They should also record the beginning and ending time of any departure from work for personal reasons. All hours worked must be correctly documented on online timesheets.

Bi-weekly paid staff online time sheets should be submitted to their supervisor for approval by 5:00 pm on the Monday following each pay period. The supervisor should approve them by 5:00 pm each Tuesday following the pay period.

#### Friendly reminders for non - exempt employees

If you eat lunch at your desk while answering the phone, it is time worked. Make sure this is acceptable to your supervisor/Dean before you do so. Otherwise, that time will be considered as part of your hours worked for the week, and might contribute toward your accumulation of hours worked in excess of 40. So, if it's lunch time, please take your lunch hour away from the office.

If you come to work early or stay late because that's the time you're dropped off or picked up at the work, if you answer the phone or do any work, you must show it on your time sheet. Make sure this is acceptable to your supervisor before you do so. Otherwise, that time will be considered as part of your hours worked for the week, and might contribute toward your accumulation of hours worked in excess of 40.

All nonexempt staff are required to take a lunch break of 30-60 minutes as close to the middle of their work day as possible in accordance with the procedures of their respective departments.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

#### Pay Transparency Non-Discrimination Provision

The University will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

## **EMPLOYEE BENEFIT PROGRAMS**

This Section provides a brief summary of the benefits provided by the University to eligible employees. These benefits are more fully set forth in the official plan documents. In the event of a conflict between this summary and the official plan documents, the terms of the plan documents will control. Summaries and more information regarding the following benefits are available in Human Resources or on myUIndy under the Human Resources tab.

Elections must be made within 31 days of an employee's date of eligibility or during the annual open enrollment period. Changes to current elections may be made during the open enrollment period each year. Changes made during the open enrollment period are effective January 1<sup>st</sup>. Certain qualifying events may allow changes to coverage selections outside of the open enrollment period. Employees may contact Human Resources for information on what constitutes a qualifying event. Changes made due to a qualifying event must be made within 31 days of the event. The following is a brief introduction of the insurance benefits that are currently provided. For complete details, employees may contact Human Resources.

Coverage for all programs below are effective the first day of the month following 30 days of employment, so long as a newly hired employee enrolls in the program within 31 days of the date of hire.

The Employee Benefits Programs have been designed to be competitive in the marketplace while remaining tailored to our employees and local community. With that in mind the University offers a choice of medical plans that will allow employees to choose the plan that best suits their medical needs. The University also offers group dental and vision plans to help offset costs to our employees. Life insurance and Long Term Disability are provided by the University to help create a stable future for our employees. These plans lower the possible negative impacts of future illness or accidents that could befall our employees. Employees have many voluntary benefits to choose from. We are constantly striving to create the best possible benefits offering so changes to these benefits are made from time to time. Currently the University offers:

- Voluntary Life and AD&D Insurance

- Employee Assistance Program
- Travel Assistance Program
- Voluntary Short Term Disability
- Emeriti Retirement Health Program
- Health Savings Accounts
- Flex Spending Accounts
- Supplemental Accident Plan
- Supplemental Critical Illness Plan
- "Term to 100" Group Term Life Insurance
- Long Term Care Insurance
- Group Pet Insurance
- Discounts on Home and Auto Insurance

### **Eligible Deferred Compensation Plan (457b)**

The 457b is available on a voluntary basis to a select group of highly compensated management employees. This non-qualified tax-deferred compensation plan allows you to increase your savings toward retirement. Contributions set aside under a 457b plan must remain the property of the employer and subject to the claims of its creditors until distributed. Distributions from a 457b plan are not subject to the 10% premature distribution penalty applicable to other qualified plans.

### **Tuition Discount**

Full tuition is provided for full-time employees, their spouses and natural or adoptive children or stepchildren of full-time employees who enroll at the University of Indianapolis for undergraduate courses. Employees that begin employment after the semester has started will not be eligible for the discount until the beginning of the next semester. The discount is available to dependent children only for the first baccalaureate degree. Dependent children must meet all the criteria below.

- Age requirement for dependency on the FAFSA (under age 23)
- Has never been married
- Is not a veteran of the U.S. Armed Forces
- Has not received their first baccalaureate degree
- Does not have children of their own for whom they provide more than half support

Full tuition is provided for full-time employees and one-half tuition is provided for their spouses who enroll in master's degree courses. The policy does not apply to doctoral programs. No tuition discount is granted to employee's children who are matriculated into a graduate program and charged tuition at the graduate level.

A 25% tuition discount is available to part-time employees, their spouses and natural or adoptive children or stepchildren who meet all of the criteria above who enroll in undergraduate courses. A one year waiting period is required before this benefit is available.

Hourly employees must work at least twenty hours per week, ten months a year to be eligible. Adjunct faculty members must have taught six credit hours during the preceding academic year and be currently teaching (academic year) to be eligible.

A 12.5% tuition discount is available for part-time employees and their spouses who enroll in master's degree courses.

Employees, spouses, and their children pursuing an *initial* undergraduate degree must complete the Free Application for Federal Student Aid (FAFSA) every year. The Pell Grant can be used for fees and on-campus room and board.

Employees may enroll in any class that does not interfere with the work schedule. Employees who work the regular 8:00 a.m. to 4:30 p.m. schedule may use only the 11:00 a.m., 12:00 noon, or 1:00 p.m. class periods to attend a class. Attendance at one of these hours will substitute for the employee's lunch break. The opportunity to attend classes during the scheduled work hours is a privilege and not a right. The work requirements of the department, the employee's job performance, etc., may affect the decision for approval.

An employee who separates from employment with the University prior to the last day of the semester will receive a prorated tuition discount benefit for themselves and all eligible dependents enrolled for the semester. The former employee will be responsible for paying any unpaid balance in full.

In the event of the death or long-term disability of the employee while working at UIndy, the dependent child and spouse would continue to be eligible for the benefit under the policies stated here until achieving the first baccalaureate degree.

## **Tuition Exchange**

The University of Indianapolis currently participates in two programs that provide opportunities for dependent, undergraduate children of full-time faculty and staff to attend various institutions across the country and receive, in most cases, full tuition benefits for up to four years.

1. The University participates in the **Council of Independent Colleges Tuition Exchange Program (CIC-TEP)**. More than 400 colleges participate in this program. Visit [cic.edu](http://cic.edu) for a full listing of participating colleges.
2. The University is a member of **The Tuition Exchange Program (TEP)** that includes more than 600 Institutions. Visit [tuitionexchange.org](http://tuitionexchange.org) for a full listing of members.

Dependent children must meet all the criteria below.

- Are natural, adopted, or stepchildren of employee
- Age requirement for dependency on the FAFSA (under age 23)
- Has never been married
- Is not a veteran of the U.S. Armed Forces
- Has not received their first baccalaureate degree
- Does not have children of their own for whom they provide more than half support

## **Travel Assistance Program**

ACE USA Products & Services offers employees a travel assistance benefit with several unique services including visa, passport, travel advisories, medical assistance, personal and legal assistance, concierge services, embassy and consulate referrals, emergency political evaluation and repatriation; and many more. Service is available 24 hours a day, seven days per week.



# **PAID TIME OFF AND LEAVE OF ABSENCES**

## **Official University Holidays**

Each year the University will publish a holiday schedule with the specific dates of holidays that will be observed.

Twelve-month benefit-eligible, and benefit-eligible employees working less than 12 months/year\* are provided the following holidays:

New Year's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Wednesday after noon preceding Thanksgiving, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve, Christmas Day.

\* Employees working less than twelve (12) months per year will be paid holiday pay based on their individual work schedule.

## **Holiday Pay**

To receive holiday pay, eligible employees must work both the last scheduled workday immediately preceding the holiday and the first scheduled workday immediately following the holiday.

Regular part-time 12-month employees scheduled to work a minimum of twenty (20) hours per week are entitled to holiday pay providing the holiday falls within their regular work schedule. For example, if the employee would have been scheduled to work on a day designated as a holiday, the employee is entitled to that holiday with pay. The number of hours paid is based on the employee's normally scheduled work hours.

Temporary staff members, regular staff members on unpaid leaves of absence, and those in non-benefit eligible positions are not eligible for paid holidays.

Employees who are on pre-approved paid absences (e.g., vacation, sick leave) for the last scheduled workday preceding a holiday and/or first scheduled workday following the holiday will be eligible for holiday pay. This procedure does not apply to employees who have submitted their resignation notice prior to a holiday.

## **Holidays Falling on the Weekends**

When a holiday (other than Christmas) falls on a Saturday, the preceding Friday shall be a holiday, when on a Sunday, then the following Monday.

## **Working on an Official University Holiday**

Some offices may need to be staffed during one of the twelve and one-half (12.5) official University holidays. The department head will decide whether the office must be open on a given holiday and will determine the staff coverage necessary.

Non-exempt Staff: If required to work on one of the twelve and one-half (12.5) scheduled holidays, will be paid at time and one-half for hours worked on the holiday in addition to normal holiday pay.

Exempt Staff: If required to work on one of the University's official twelve and one-half (12.5) scheduled holidays, may take equivalent time off later with the approval of the supervisor or department head.

### **Additional Days Off**

In addition to the twelve and one-half (12.5) holidays listed, additional paid time off from work for regular full-time 12-month and regular part-time 12-month (pro-rated) exempt and non-exempt staff are: 5 - 7 days between Christmas and January 3rd; two days – Fall Break; five days - Spring Break.

Although the vast majority of University offices are listed as closed during these days, employees are excused only if the supervisor is in agreement and the workload is such that the efficiency of the office will not suffer.

Non-exempt staff, other than Facilities, who are required to work on one of the additional days listed above, will be paid time and one-half for hours worked in addition to regular pay for this scheduled day off. Non-exempt Facilities staff who are required to work on one of the additional days listed above, will receive additional vacation time commensurate to the hours worked. All vacation carry-over provisions apply.

### **Holidays Not Observed by the University**

Whenever possible, department heads are encouraged to grant time off for the observance of religious or other holidays which are not official University holidays. Staff members wishing to observe holidays in addition to the University holidays listed above may request to take the additional time as personal time, vacation, or without pay.

### **Vacation Leave**

Vacation leave is an authorized paid absence from work that employees accrue as a result of their employment with the University. Regular full-time employees and regular part-time employees scheduled to work at least 20 hours per week are eligible upon hire to accrue vacation days. Pay in lieu of taking vacation is prohibited.

Vacation hours are earned each pay period. Employees may carry a maximum of five (5) vacations days into the next academic year. Vacation time carries over with the payroll that contains September 1.

Regular part-time employees accrue vacation leave as their counterparts on a pro rata basis in accordance with their scheduled work week.

#### Non-Exempt Staff

- Upon hire 10 days
- 3<sup>rd</sup> anniversary 12 days
- 6<sup>th</sup> anniversary 15 days
- 9<sup>th</sup> anniversary 17 days
- 12<sup>th</sup> anniversary 20 days

#### Exempt Staff

- 01–05 years of service 15 days/120 hours per year
- 6 years and over 20 days/160 hours per year

- Vice President, Assistant or Associate Vice President, and Administrative Faculty positions accrue 20 days/160 hours per year.

Newly hired eligible employees will be credited with leave accrual time on a pro rata basis for their first month of service.

The following guidelines apply:

- Vacation leave must be scheduled in advance and approved by the employee's supervisor, except in cases of illness or emergency.
- Vacation leave will be scheduled at a mutually agreeable time with the supervisor.
- Advance notice of at least one (1) week prior to the vacation is requested.
- Vacation leave is not earned while in an unpaid status.
- If two or more employees request vacation for the same time period and the department's staffing needs prevent both employees from being off, the employee who obtained approval first will be permitted to take the time off. In the event that the requests are made at the same time, then the employee with the greater length of service will be awarded the time off.
- Vacation time may be taken in 15-minute increments with the minimum being one-half hour.
- Normally, no more than two (2) weeks of vacation will be taken at one time.
- If an observed holiday occurs during an employee's scheduled vacation, the day of observance is taken as Holiday Leave.
- An employee who becomes ill while on an approved vacation leave may not apply sick leave to that period of illness.

All exempt staff are required to maintain their usage of vacation leave during the academic (September 1 – August 31) year and submit monthly online leave reports via myUIndy Self-Service.

### **Sick Leave and Personal Days**

Regular full-time and regular part-time employees scheduled to work twenty (20) hours a week are eligible for paid sick leave. Sick leave becomes available as it is earned. Sick leave is provided as an insurance against loss of pay when an employee is unable to work due to his/her own personal illness or injury, or for the care of an employee's ill immediate family member. The University reserves the right to require a physician's statement for any sick leave of absence.

- Eligible employees accrue sick leave for each month of service completed. Sick leave hours are earned each pay period. Regular full-time employees scheduled to work 12 months a year earn ten (10) days of sick leave per academic year, cumulative up to 120 days. Sick time carries over during the pay period that contains September 1. Regular full-time employees scheduled to work less than 12 months a year and regular part-time employees accrue sick leave on a pro rata basis per pay period. Sick leave time may be taken in 15-minute increments with the minimum being one-half hour.
- Employees who are unable to report to work due to illness must notify their supervisor within one-half (1/2) hour prior to the start of their work schedule.
- Employees who are absent for more than one (1) day must notify their supervisor on each day, or at intervals as requested.

- Sick leave is not earned while in an unpaid status.
- Sick leave may only be used for the following reasons:
- Personal illness or medical disability which prohibits the performance of the duties of the job;
- Absence from work because of exposure to contagious disease which, according to public health standards, would constitute a danger to the health of others;
- Absence from work for medical/dental treatment when it is not possible to arrange such appointments for non-work hours;
- Sickness in the employee's immediate family (spouse, children [including stepchildren and legally adopted children], grandparents, brothers, sisters, parents, and spouse's parents).
- In the event of a work-related accident, the employee's earned sick leave benefit may be coordinated with benefits available under the Worker's Compensation Act. The sick leave benefit will be reduced by the amount of the available Worker's Compensation benefits.

Recognizing the need for employees to occasionally be absent from work to conduct personal business or for emergencies not related to personal sickness or funeral leave, two (2) personal days per year are available. These two days are part of the sick leave days earned each year and are not to be taken in addition to the number earned in a year. If an employee takes two personal days during the year, it will reduce his/her sick leave balance by two days. If personal days are not used, they accumulate as sick leave and not additional personal days. Personal time must be used in a minimum of one-half (1/2) hour increments.

All exempt staff are required to maintain their usage sick leave during the academic (September 1 – August 31) year and submit monthly online leave reports via myUIndy Self-Service.

Employees who terminate employment do not receive pay for unused sick leave and personal days.

### **Family and Medical Leaves of Absence**

Please see the [FMLA Policy](#) for information concerning Family Medical Leave.

### **Personal Leave of Absences**

Regular full-time and regular part-time (benefit eligible) employees who have completed at least six (6) months of service with the University may request a leave of absence. The leave of absence must be requested in writing at least two (2) weeks in advance, unless necessitated by an emergency, in which case verbal notification should be followed by written application for the leave.

Personal leave may be granted for a period of up to 60 calendar days in any one year. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 calendar days. Requests for leave of absences must be approved by the department and the Director of Human Resources. Approval decisions must take into consideration the staffing and budgetary needs of the department. Requests may be denied based on these or other reasonable considerations.

All earned vacation will first be exhausted and then sick (if for medical reasons) leave must be used as part of the personal leave of absence.

At the conclusion of the leave of absence, an employee will receive every reasonable consideration by the University in returning to his or her original position or to a position of similar responsibility and salary level; however, the University cannot guarantee re-employment.

An employee who fails to return to work following the leave will be considered to have voluntarily resigned from the University.

## **Funeral Leave**

All regular full-time and regular part-time employees are eligible for paid absence benefits to make funeral arrangements and/or to attend the funeral for a death in the immediate family. Regular full-time employees may be granted up to three (3) working days with pay within one week from the date of the death of an immediate family member. Immediate family members are the employee's spouse, parents, grandparents, grandchildren, brothers, sisters, children, and members of the same household. (This policy includes "great" and "in-law" of the relationships noted above.)

Employees should request Funeral Leave from their immediate supervisor by informing him or her of the death and the number of days requested. Pay for such missed work time charged to Funeral Leave will be at straight time rates, with shift differential and weekend work premium not applicable. To verify the relationship of the deceased to the employee, a funeral program or obituary may be required by the employee's supervisor. Where, however, this verification is not easily obtained, the employee may contact Human Resources for assistance in securing the requested information. Should the death of a relative occur while the employee is on scheduled paid time off, the employee should immediately notify his/her supervisor so that the necessary time off, up to the maximum days referenced above, may be charged to Funeral Leave. If a Funeral Leave day falls on a University approved holiday, the holiday overrides the Funeral Leave day, whether or not the employee is scheduled to work that holiday.

Should additional time off in excess of the time provided for in this policy be necessary to attend the funeral, such additional time off may be requested either as vacation or authorized non-paid time off. Such requests should be coordinated with the employee's supervisor.

## **Jury Leave**

The University recognizes the obligation of its employees to complete compulsory jury duty service in an established federal or state court without sustaining financial loss. All regular full-time and regular part-time employees are eligible for this benefit. Eligible employees shall notify their supervisor before serving and must present the jury notification, subpoena, or court order to their supervisor as soon as possible

If an employee is subpoenaed as a witness in a legal proceeding, the employee is expected to return to work as soon as possible after testifying. A copy of the subpoena must be provided to the supervisor upon request.

The University pays regular salary wages while an employee serves on jury duty or while subpoenaed in a legal proceeding. This payment will continue for as many weeks as are required to serve on the jury. If the court excuses the employee from jury duty during working hours, the employee should report to work immediately.

The University will not require an employee to sign over any checks received for jury duty.

## **Military Leave**

The University of Indianapolis recognizes the importance of the military service and makes provision for eligible employees to attend short-term military duty by providing paid leave benefit.

All regular full-time and regular part-time employees who are members of the United States Armed Forces, National Guard units, or who are reserve members will be granted a paid leave of absence for military service, training, or other obligations. The University will pay the difference between the employee's military pay and base pay if the employee's military pay is less.

Employees who are ordered to active duty for Reserve or National Guard training are eligible for up to two (2) weeks of paid leave annually. In addition, employees who are called to active duty beyond the annual training period for the purpose of providing assistance during a national emergency, natural disaster, etc. are eligible for a maximum of six (6) months of paid leave. Any additional military leave time off will be recorded as unpaid leave unless employees elect to use their accrued vacation days during the extended military leave. At the conclusion of the leave, employees will have the right to return to the same position held prior to the leave or to positions with equivalent pay and benefits.

Employees who are called to active duty must notify Human Resources and their supervisor immediately of their scheduled departure date and provide a copy of the official military orders.

Employees on military leave may elect to continue their current health insurance coverage at the normal contribution rates for up to six (6) months. Following, this period employees on military leave may continue health insurance coverage by paying the full (university and employee) cost. Payment arrangements may be made with Human Resources.

## **POLICIES AND PROCEDURES**

### **Catastrophic Leave Donation Policy**

#### Purpose

The purpose of a catastrophic leave donation policy is to aid the University of Indianapolis staff employees who are experiencing serious medical hardship or catastrophic illnesses and have exhausted all paid leave by providing them temporary salary and benefit continuation. The policy allows employees to donate sick leave to a "bank" to be used by co-workers who meet the eligibility requirements. Eligibility is only awarded to those employees who have exhausted all forms of paid leave (i.e., vacation, personal time, holidays, sick days, etc.) and meet the definition of having a "serious medical hardship or catastrophic illness or injury".

#### Definition

Serious medical hardship or catastrophic illnesses or injury includes conditions which severely impact the health of the employee and requires absence from work. These conditions must also meet the eligibility for the Family and Medical Leave Act. Some examples include:

- Cancer

- Major surgery
- A serious accident
- Heart attack
- Other serious or life-threatening illnesses

#### Recipient

Regular full-time and regular part-time scheduled staff that work at least twenty (20) hours per week and has exhausted all paid leave and has met the definition of a "serious medical hardship or catastrophic illness or injury".

#### Donor

Staff employee who has donated a limited number of sick hours to the Catastrophic Leave Bank.

#### Non-qualifying Medical Conditions

Include normal pregnancy, illnesses or injuries covered by an employer paid long-term disability policy, Worker's Compensation, intermittent illness, or injuries incurred in the course of committing a crime. The donated leave must be used for the serious illness or injury of the employee and may not be used for an employee's spouse, child, or other family member or for the employee's estate.

#### FMLA

The staff employee with the serious medical hardship or catastrophic illness or injury must also meet all the eligibility definitions of the Family Medical Leave Act (FMLA). Any donated sick leave hours the recipient uses from the catastrophic leave bank will count as FMLA leave time unless the FMLA time has expired, and the employee has previously met all the eligibility requirements (i.e., having worked at least 1,250 hours during the last twelve months).

#### Eligibility

Eligibility criteria for receiving donated sick leave includes:

- Must have completed one (1) year of continuous service to the University.
- Must be suffering from a catastrophic illness or injury which necessitates the employees' prolonged absence from work and for which the employee has no available paid leave left. Employee must meet all requirements of the FMLA.
- Employees are ineligible to use this policy if they are receiving or have applied for Worker's Compensation Benefits. Employees are ineligible to receive sick leave donations once they are receiving payments through the University's Long Term Disability policy.
- Must be in a regular full time or part time staff position that accrues vacation and sick leave. Employees must be paid from regular University funds. Temporary and employees paid from non-University funds would are not eligible.
- The requesting employee completes a Catastrophic Leave Donation Program request form and sends the request form to Human Resources.
- To become eligible to receive donated leave from the leave bank, an employee must have donated at least a full day of sick leave into the bank.

- The maximum number of days that an employee may receive from the bank is 20 workdays. The amount of pay received will be based on the receiving employee's current hourly base rate.
- All monies received will incur appropriate taxes and other required deductions.
- If more than one staff employee is eligible to receive from the bank, a pro-rata amount will be given out to each.

Eligibility criteria for donating leave time include:

- The leave donor may not revoke the leave donation once the donation is made in writing. The leave donor fills out and submits a leave donation form to Human Resources. Leave donation is anonymous to the recipient.
- The donor must be in a position that accrues sick hours and may only donate actual sick hours already accrued and not prior to accrual.
- There will be no limit of the number of sick hours staff may donate; however, a full-time staff member must retain a minimum of 40 hours of sick leave for his/her personal use.
- Employees who are in the process of terminating (resignation, retirement, etc.) cannot donate/transfer their sick leave balance to the catastrophic leave program.
- Donations (and benefits) can only be used for future catastrophic needs and not to pay someone retroactively.

#### Administrative Process

The identity of the donors and recipients will be kept confidential except as required to administer the policy and for any required legal action.

- Human Resources will manage the leave bank and communicate to payroll the number of hours to be paid to the employee. If no days are available in the bank, no funds will be available to be paid.
- Donors and recipients must fill out all required forms for approval.
- Blank copies of the donation and recipient forms are available in the HR office and on the Human Resources channel on myUIndy. Completed donation leave forms will be stored in Human Resources for at least three years.
- Payroll will administer the donated time and pay the recipient based on the current payroll schedule – i.e., biweekly, or monthly.
- The University can amend or stop the program at any time.
- The University will follow all HIPAA laws and regulations at all times.

#### **Confidential Information**

Confidential information is viewed as private information regarding the University staff, faculty, and students that should not be disclosed to any unauthorized individual, company, or agency. Examples of confidential information include, but are not limited to grades, financial aid, performance evaluations, salaries, family data and medical records, etc. Employees must not release confidential information to anyone without written approval/authorization from the employee or appropriate University authority.

#### **Performance Management**

Performance management is a continuous process of planning, communication, evaluation, and development. All employees will receive periodic performance evaluations during their employment with the University. The evaluation will be conducted by the immediate



supervisor who will discuss past performance noting strengths and areas for improvement, future performance expectations, and goals for the next evaluation period. The initial performance evaluation will be conducted at the end of the introductory period. Following that review, performance evaluations will be conducted annually or on an as-needed basis. The frequency of performance evaluations may vary depending upon job performance, changes in job duties, or recurring performance problems.

After the review, the employee will be requested to sign the evaluation to acknowledge that it has been discussed with him/her. The employee's signature does not necessarily indicate agreement with the contents of the evaluation. All employees are welcome to attach additional comments to the evaluation, if so desired. The supervisor and the employee should meet periodically throughout the year to follow up on the progress of goals and objectives agreed to during the performance evaluation meeting.

## **Security**

The Campus Police provide round - the - clock safety and protection service for faculty, employees, and students and protects University property. Officers are charged with enforcing city-county ordinances, Indiana statutes and University rules and regulations on campus.

The record for personal safety on our campus is excellent and has been so for many years. An injury to even one person is too many and, as in every setting, could happen anywhere, anytime, to anyone. Thus, we must assume responsibility for our own safety.

Stealing, vandalism, and other misuse of University facilities and property from both on- and off-campus sources are costly. The University insurance does not cover personal losses due to theft, vandalism, etc.

Each member of the University community is obligated to protect the campus by keeping offices, rooms, and laboratories locked when not occupied, keeping windows closed and secured, and maintaining awareness of potential security problems. This responsibility is related to being assigned University keys. Also, each employee has an obligation to refrain from entering locked rooms, offices, desks, and files of other persons and departments. Without exception, unauthorized persons are not allowed in University vehicles or non-public areas of the campus. This includes employees not on duty and family members of employees on duty.

For assistance or to report problems, call the Campus Police Office at 788-3386.

## **Solicitation**

Solicitations by outside parties are not permitted unless requested as part of a University-sponsored program or service. Individuals or companies may not leave advertisements or propaganda on vehicles, in or on buildings, light poles, etc. Door-to-door solicitations are strictly prohibited.

Companies wishing to do business with the University should be directed to the Chief Financial Officer's office. Individuals or businesses promoting products for the health and welfare of employees should be directed to Human Resources. All others should be referred to Campus Police.

Campus Police have the authority to remove all individuals or groups who are in violation of this policy.

Casual solicitations for charitable or University-sponsored activities by on-campus students, student organizations, and employees are not prohibited; however, under no condition should such solicitations interrupt work or learning or place unwanted pressure on students, faculty, or staff. University of Indianapolis employees are not permitted to solicit business for themselves or for others while on University property.

All solicitations for charitable or University-sponsored activities must have the approval of the Charity Solicitation Committee. No raffles or drawings from paid tickets are allowed. The application form is available online in myUindy under Employee Quick Links.

## **Clery Act**

In Compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the campus police provide information on crime statistics, crime prevention, law enforcement, crime reporting, and other related issues.

## **Parking and Vehicle Registration**

All employees and students at the University of Indianapolis must register their vehicles and display a valid permit on the passenger side, bottom corner of the front windshield on each motor vehicle driven on campus. Registration is free of charge to employees and students allowing them to park in designated parking lots. Employees and staff can review additional parking information and obtain a parking permit by going to [Parking](#).

## **Retirement Criteria**

UIndy considers employees to have retired from the University if at the time of departure, a faculty or staff member have completed at least 10 years of continuous service and is 55 years of age or older. Retirees retain certain University related privileges including a pass or use of ID card for admissions to all athletic, most performance events on campus, the library, and a discounted fee for use of Ruth Lilly Fitness Center.

## **Resignation and Exit Interview**

Resignation is a voluntary act initiated by the employee to terminate employment with the University. Although advance notice is not required, UIndy requests at least two weeks' written resignation notice from all staff. Giving notice is good business practice and allows supervisors and human resources staff time to plan for a replacement as well as providing sufficient time to finalize the employee's final paycheck. Employees are expected to work the two-week notice period. Normally, vacation leave will not be granted during the notice period. All University property, including identification card, parking permit, and key(s), must be returned to your supervisor on or prior to the last day of employment. The University retains the right to seek legal action to recover the value of its property.

All employees terminating their employment from the University will have the opportunity to provide feedback on their employment experience by participating in an in-person exit interview or completing an electronic exit survey. A member of Human Resources will contact the terminating employee after notice is received of intent to terminate. Employee feedback will be used by Human Resources to track trends and make improvements to the employee experience.

The University may, at its discretion, accept or reject an employee's request to rescind or modify the resignation letter. Failure to provide the appropriate written notice may adversely affect the employee's opportunity for re-employment with the University. The last date worked is the official termination date. If the employee's decision to terminate is based on a situation that could be corrected, the employee is encouraged to discuss the issue with his/her supervisor or Human Resources Business Partner prior to making a final decision.

### **Termination Pay**

Except in cases of gross misconduct, employees who have successfully completed the new employee introductory period will be paid for vacation days that have accrued but have not been taken.

### **Re-Employment & Benefits**

Employees that have voluntarily resigned from the University in accordance with the resignation procedures and whose employment records are in good standing are eligible for re-employment. Former employees interested in re-employment must submit their application materials for the advertised vacant position through Human Resources. Re-employment in a different position or career path requires the former employee to serve a new employee introductory period. To receive consideration for re-employment benefits, the re-employment must occur within thirty (30) days or less after the date of termination of employment.

Individuals who are re-employed by the University after having been separated from employment (excluding project and temporary appointments) for more than thirty (30) days will be considered as new employees.

Employees who are separated or who resign for one or more of the following reasons are not eligible for reemployment:

- Violation of the policy against workplace harassment and violence
- Violation of the Sexual Misconduct Policy
- Falsification
- Misuse of university property
- Gross Misconduct

### **Whistleblower Policy**

A whistleblower, as defined by this policy, is an employee who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities. All reports of illegal and dishonest activities will be promptly submitted to the Director of Human Resources who is responsible for investigating and coordinating corrective action.

Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of an illegal or fraudulent activity, the employee is to contact his/her immediate supervisor or the Director of Human Resources. The employee must

exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination. Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained.

However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The University of Indianapolis will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Director of Human Resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

### **Search Policy**

To manage the University's resources and prevent loss, the University reserves the right to search, inspect, or examine all University property, including, but not limited to, desks, file cabinets, toolboxes, University vehicles, and electronic information, including e-mail. Additionally, the University reserves the right to search, inspect or examine all personal property (including vehicles) employees bring onto or take away from University property (including parking lots), if the University suspects theft or other illegal activity. An employee's personal property will not be searched without first obtaining the employee's consent. Refusal by an employee to consent to a search, inspection, or examination may result in discipline up to and including discharge.

### **Reduction in Force**

Human Resources should be contacted immediately when the need to eliminate a staff position is identified, whether due to lack of work, reorganization, or budget reductions, etc. The University's goal is to provide stable and continuous work for its employees to the extent possible. However, when work slows down necessitating a reduction in workforce, the University will lay off employees.

If this becomes necessary, the University will attempt to provide at least a 30-day notice to employees to provide sufficient time to seek other employment on or off campus. Layoff decisions will be made based on a review of the work available, employees' knowledge, skills, and abilities to perform the job duties, past performance, attendance, and other relevant criteria. If abilities, past performance, and attendance are similar, then length of service will be the deciding factor. Otherwise, length of service will not be a factor in the decision-making process. Employees who are laid off will remain on layoff for one (1) month. Laid-off employees are entitled to all accumulated paid time off up to the point of separation.

If work does not become available within the first month of layoff, thereby preventing recall of the laid-off employees, the employees will be considered terminated thereafter.

### **Technology**

#### Personal Use of Telephones

Telephones are provided to enable employees to perform the functions of their job assignments in an effective and efficient manner. Personal long-distance phone calls may not be made from University phone lines. Although personal use of the telephone is not

prohibited, it is important that the telephone lines be kept as free as possible so as not to interrupt the daily flow of University business. Thus, personal telephone calls should be limited to those necessary and should be brief.

### Cell Phone Policy

The University of Indianapolis is fully aware of the risks inherent in utilizing a cell phone while operating a motor vehicle. Distracted drivers pose a significantly greater risk on the road than do drivers who are concentrating solely on their driving. Accordingly, University-provided cell phones should not be used for personal calls, except during an emergency, while the employee is operating a moving vehicle. If the employee must use a cell phone for business purposes while driving a vehicle, University requires that the following precautions are taken:

- Drivers must not use hand-held wireless phones while a vehicle is in motion- where it is necessary to utilize a phone on the road it must be the hand-free type;
- Employees must limit the use of cell phones while driving to no more than five minutes per call;
- No telephone numbers should be dialed while driving; and
- If it is necessary to hold a longer conversation while driving, the employee should either pull over when and where it is safe to do so and continue the call or inform the caller that the driver will call back at a more convenient time.

### **Purchasing Procedures**

All purchases from outside vendors must be supported by an authorized purchase order or using an authorized University credit card. The requestor must have approval from his/her supervisor before making purchases for the department. Instructions on how to use the purchase order requisition system or for more information on the authorized University credit card, please go to: [Accounting](#)

A purchase order informs the vendor that the purchase is authorized by the University. To obtain a purchase order, submit a requisition per the instructions on the Purchasing Channel. Purchase orders are printed and ready for pick up each business day after 10:00 a.m.

Office supply vendors have online ordering websites, so no purchase orders are required for these vendors or for ordering business cards or name badges; however, the account number and approval are required to complete the transaction. The department will be responsible for approving payment of invoices.

The Accounting page will also give you access to forms for payment of invoices, University credit card information, vendor links, as well as communications from the Procurement and Business Office.

### **Key Policy**

Keys are ordered from Facilities Management via a Key Request form. All requests for more than one of the same keys and/or the replacement of a lost or stolen key are subject to a \$25.00 fee.

For the protection and safety of employees and of the University, all keys must be safeguarded. When picking up a key, the key holder will sign a form acknowledging receipt of the key and accepting responsibility for it. Keys should not be loaned to anyone else.

Employees will be held accountable for all keys assigned to them and must return them to Human Resources when requested or in the event of separation from the University.

Lost keys must be reported immediately to the supervisor.

Any employee who, without authorization, reproduces keys to any University building, office, or equipment, or who has such keys in his/her possession shall be subject to disciplinary action up to and including termination.

### **Children in the Workplace Policy**

The presence of children in the workplace with the employee parent during the employee's workday is inappropriate and is to be avoided except in emergency situations. This policy is established to avoid disruptions in job duties of the employee and co-workers, reduce property liability, and help maintain the University's professional work environment.

If bringing a child to work with the employee is unavoidable, the employee must contact his/her supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany the employee while working. Factors the supervisors will consider are the age of the child, how long the child needs to be present, the work environment in the employee's area, and any possible disruption to the employee's and co-workers' work. Consideration will not be given to allowing a child with an illness to come to work with the employee.

A child brought to the workplace in unavoidable situations will be the responsibility of the employee parent and must be accompanied and be under the direct supervision of the employee parent at all times.

### **Charity Solicitation Policy**

In order to assure that recognized charities and appropriate charitable requests are the focus of charitable giving and charitable projects on campus and in order to assure that our employees and students are not inundated with too many charitable requests, a review process is in place to approve solicitation projects on campus.

It is the responsibility of a review committee to assure that appropriate handling of funds is in place, that appropriate oversight is in place, that charitable project is appropriate for the University and that the University Solicitation Policy is followed for each project.

Approval from the Charity Solicitation Committee is required before any solicitation information/request can be distributed on campus.

Charity Project Request forms are available on the employee tab on myUIndy.

## **HEALTH AND SAFETY**

University of Indianapolis strives to provide a safe and healthful environment for its employees, students, and guests. All employees should be alert to conditions around them that could cause an accident.

### **Safety**

All employees must perform their jobs in a manner that considers their own personal safety as well as the safety of their co-workers. The University will do all it can to provide a safe and healthy work environment for all employees. Safety must be a primary concern in every aspect of planning and performing all job duties on campus. The University wants to protect its employees against preventable injury or illness in the workplace to the greatest extent possible. If an employee is aware of an unsafe or unhealthy work situation on campus, the condition should be reported immediately to the employee's immediate supervisor.

## **On-The-Job Injuries**

### Reporting on-the-Job Injuries

All work-related injuries or illnesses must be reported to Human Resources immediately to complete a *First Report of Injury* Form. Additionally, any hazardous working conditions that may have contributed to the accident must be immediately reported to the Facilities Department so an investigation and correction can be completed.

### Treatment of on-the-Job Inquiries

Employees who experience a work-related injury should follow the steps outlined in the [Work-related Injury Processes](#) document on the Health & Safety section of the myUIndy website.

### Procedure Appropriate Medical Attention

Students are required to seek treatment for work-related injuries from the University's approved medical providers. Human Resources should arrange appropriate medical attention as indicated below. Students who refuse medical treatment should sign a statement acknowledging that medical treatment was offered and refused.

### Life or Limb Threatening/Serious Injury

Call 911.

### Non-Life-Threatening Injury

Employee should be taken to the MedCheck Greenwood, [1664 West Smith Valley Road, Greenwood, IN 46142](#), telephone (317) 887-7642, between the hours of 9:00 am-9:00 pm, Monday - Sunday.

If medical treatment is required after 9:00 pm please visit:

Community Hospital South, Emergency Department, 1402 E. County Line Road, Indianapolis, IN 46227. Open 24 hours daily.

### Light Duty Work Program

Unless prohibited by the approved treating physician, employees are expected to return to work following a work-related injury. The University provides alternative work assignments in accordance with the State's Return to Work Program. Any restrictions or accommodations identified by the approved physician will be followed. Light duty work assignments may be within the employee's own department or, if necessary, in another department. Sick leave

may not be used in lieu of returning to work in a light duty assignment. Supervisors should contact the Director of Human Resources for assistance in providing light duty work.

#### Time Lost from Work on Day of Injury

The injured employee will be paid full salary the day of the injury and will not be charged leave for time lost from work on the day of the injury. However, the employee is expected to return to work after medical treatment on the day of the injury, unless the approved medical provider has prohibited return to work.

#### Use of Leave for Additional Medical Treatment

Employees who require additional medical visits authorized by the third-party administrator are not charged leave for reasonable time away from work for these appointments. Employees should schedule appointments at a time most convenient for their department.

#### Additional Time Lost from Work

If the injury results in lost time away from work due to the physician's prohibiting return to work or the University's inability to provide transitional/light duty work, the employee must go on Workers' Compensation leave.

#### Waiting Period

Workers' Compensation leave requires a seven-day (7) waiting period. The following options are available during the waiting period:

**Exhaust Leave to Remain in Paid Status:** Employees may use accumulated vacation or sick leave during the required waiting period to remain in a paid status and then go on Workers' Compensation leave and begin drawing Workers' Compensation weekly benefits.

#### Workers' Compensation Weekly Benefits

Following the seven-day (7) waiting period, employees may be eligible for workers' compensation payments beginning with the eighth (8) calendar day of total disability at the rate of 2/3rds regular pay. Compensation is paid for the first seven (7) calendar days only if the work-related disability continues more than twenty-one (21) days. The employee may elect to be paid for the additional 1/3rd pay using their accumulated sick and vacation hours.

### **Firearms and Dangerous Weapons Policy**

Unauthorized firearms, weapons, ammunition, explosives, and other items that the University Police consider to be dangerous are prohibited on University property. This policy includes activities such as introducing, possessing, using, buying, or selling firearms. Employees, who have a valid state permit to carry firearms, are not permitted to carry firearms while on University property. Possession of any firearm or other weapon on University property, including in an employee's automobile, is cause for corrective action up to and including termination.

Employees who are required to carry a weapon as part of their job with the University are exempt from this policy.



## **Drug-Free Workplace**

The University of Indianapolis is committed to providing a workplace which is free from the unlawful manufacture, distribution, dispensation, possession, sale, or use of controlled substances. Please read the policy at: [Drug-Free](#)

## **Health Insurance Portability & Accountability Act**

Health Insurance Portability & Accountability Act of 1996 (HIPAA) and its implementing regulations restrict the University's ability to use and disclose protected health information (PHI). PHI means information that is created or received by the employee's benefit plan and relates to the past, present, or future physical or mental health or condition of a participant; the provision of health care to a participant; or the past, present, or future payment for the provision of health care to a participant; and that identifies the participant or for which there is a reasonable basis to believe the information can be used to identify the participant. PHI includes information of persons living or deceased. It is the University of Indianapolis' policy to comply fully with HIPAA requirements.

## **Emergency Action Procedures**

In case of a fire, medical, weather or police emergency, **immediately call 9-911, and then contact the University Police Office at 788-3333**. It is extremely important to contact the Police Office in order that they may assist emergency personnel with directions and support. The Physical Plant Department should also be notified concerning campus emergencies. The complete Emergency Action Procedures are located in the Office of the Director of Physical Plant, Krannert Memorial Library Circulation Desk, Lilly Hall Room LSH 197, and the Business Office EH 134.

## **Fire Alarms & Evacuation**

At any time when a fire alarm is sounded, never assume that it is a drill. All employees should know the location of fire extinguishers in their departments and how to report a fire alarm. Additionally, employees should be familiar with the evacuation plans for their buildings and the locations of fire alarms. Evacuation plans can be found on myUIndy at: [Evacuation Plans](#)

## **Workplace Violence Policy**

The University of Indianapolis is committed to preventing violence in the workplace and maintaining a safe work environment. Given the increasing violence in society, the University has adopted the following guidelines to deal with intimidation, harassment, or other threats of violence that may occur on its premises:

The University will not tolerate any conduct that threatens, intimidates, or coerces an employee, student, or member of the public at any time, including off-duty periods. Additionally, weapons, and other dangerous or hazardous devices or substances are strictly prohibited from the premises of the University of Indianapolis without proper authorization.

All suspicious individuals or activities, including actual or threats of potential violence, both direct and indirect, should be reported immediately to your supervisor and the University Police Office. This includes threats by employees, as well as threats by students, visitors, or other members of the public. Employees should not attempt to intercede or otherwise become involved with any actual or potentially intimidating, harassing, or violent situation.

Employees are encouraged to bring their disputes or differences with other employees to the attention of their supervisor or a Human Resources Business Partner before the situation escalates into potential violence. The University of Indianapolis will promptly and thoroughly investigate all reports of actual or threatened violence as well as suspicious individuals or activities. The identity of the individual making a report will be protected to the extent practicable. In order to maintain workplace safety and the integrity of its investigation, the University of Indianapolis may suspend employees, either with or without pay, pending investigation. Any employee determined to have participated in any threatened or actual violence, or other conduct that violates these guidelines, will be subject to disciplinary action, up to and including termination of employment.

### **Non-Smoking Policy**

The entire University of Indianapolis campus is smoke-free. Smoking, and the use of smokeless tobacco, is prohibited in all campus buildings and on campus property. This includes the residence halls and campus apartments, including rooms, lobbies, lounges, elevators, restrooms, and recreation areas.

In view of the fact that each and everyone benefits from a smoke-free environment, the enforcement of this policy is most equitably placed as a responsibility on all members of the University of Indianapolis community. Permissible areas for the use of tobacco products include inside private vehicles and public areas along city streets (i.e., Shelby Street or Hanna Avenue). Visitors are expected to honor this policy.

### **Animals on Campus Policy**

Please see: [Animals](#)

## **DISCOUNTS AND SERVICES**

### **Bookstore Discount**

The University Bookstore, located on the first floor of Schwitzer Student Center, offers a wide variety of student books and materials directly related to University of Indianapolis courses/classes. In addition to books, the Bookstore stocks office supplies, computer software, U of I imprinted clothing, etc. Employees receive a ten (10) percent discount on all personal purchases. Personal purchases are those for use by members of the immediate family. The faculty/staff discount does not apply to the purchase of textbooks.

### **Accounting Office**

The Accounting Office, located in ESCH Hall, provides the following services for employees using personal check or cash payments: purchase of postage stamps, student account payment, and payment of University Police-issued traffic and parking fines. The Cashier window is open Monday through Friday, 9:00 a.m. – 4:00 p.m. The Cashier window will close at 11:30 a.m. on the day prior to a holiday where University offices close at noon.

### **Technology Loan Program**

See the Technology Loan Program Policy at: [Tech Loan Policy](#)

## Mail Services

The Business Mail Office is located in the lower level of ESCH Hall, while the Student Mailroom is located on the first floor in Schwitzer Center.

- First class mail will be collected and/or delivered by 11:00 a.m. and mailed before 2:00 p.m.
- Mail that is hand carried to the Business Mail Office following the morning drop will be collected before 8:00 a.m. the following morning and taken to the Southport Branch Post Office.
- Departments are responsible for delivering large volumes and/or bulk mailings. Bulk mail will not be collected by mail services.

Please contact the Business Mail Office at 3278 and/or the Campus Mailroom at 3478 for additional information or if you have questions.

## **PERSONAL CONDUCT**

### **Corrective Action**

Discipline in the workplace is designed to correct or improve behavior or performance and provide punishment as necessitated to the employee. It is the University's policy and practice that discipline is typically progressive in nature, beginning with the least severe action necessary to correct the problem and increasing in severity if the problem is not corrected. In addition to being progressive in nature, it is important that the degree of discipline be directly related to the seriousness of the violation. Serious misconduct may result in immediate termination. Therefore, with approval from the Director of Human Resources, a supervisor may proceed directly to corrective steps out of sequence up to termination.

Steps of corrective action may include:

#### STEP 1. Verbal Counseling

Informal attempts between the employee and supervisor(s) to correct performance / behavior problems are normally the first step in the process.

#### STEP 2. First Warning

An employee should be counseled by his/her supervisor on a timely basis when job performance/behavior remains less than satisfactory following the informal counseling in Step One.

The first warning is normally the second step in the corrective action process in an attempt to correct and improve an employee's performance/behavior. The first warning, which is a written document, should include the following and should be reviewed by a Human Resources Business Partner prior to being issued to the employee:

- a reference with date(s) of the verbal counseling session(s) and other warnings
- a detailed description of the reason(s) for the written warning
- the corrective action required and time frame for the improved performance/behavior so there is a clear understanding of the expectation

- notification to the employee that a continuation of the problem or failure to improve may result in further disciplinary action up to and including termination

An acknowledgement section which the employee and supervisor are required to sign.

### STEP 3. Final Warning

If the employee's performance/behavior problem continues following the verbal and first warning, a final warning, which may include a suspension without pay, is the next step in the process. (Follow the example in Step 2 above to prepare the final warning.)

### STEP 4. Termination

Termination of employment generally occurs only after one or more of the preceding steps of discipline has failed to improve or correct the employee's performance / behavior. However, as previously mentioned, the supervisor may proceed directly to termination if the situation warrants this action. The Director of Human Resources and General Counsel must approve termination prior to the action.

It is essential to document and maintain all employee disciplinary actions in the employee's official personnel file in Human Resources. Supervisors should always allow employees an opportunity to respond to and present evidence on their behalf prior to issuing disciplinary actions.

Corrective action remains active for a period of one year from the date of the last corrective action. Any additional occurrence of unacceptable behavior and/or performance within the one-year period will result in the next step of the corrective action being taken. Corrective actions remain a permanent part of the employee record.

## **Unacceptable Behavior**

Specific examples of unacceptable behaviors that may result in corrective action up to and including termination include, but are not limited to the following:

- insubordination
- failure to meet and maintain performance standards for the position
- violation of policies and procedures
- unauthorized disclosure of confidential information
- possession or under the influence of alcohol or illegal substances during working hours
- use of racial, ethnic, or religious slurs, harassment of any kind
- theft or attempted theft of University property, another employee's property, or a student's property
- falsifying or altering University records; deception on application for employment or resume
- use of abusive, threatening language or physical abuse of other employees, students, or guests of the University
- possession of firearms or illegal weapons on University property

## **Grievance Procedure\*\***

Most of the time, disputes and disagreements can be resolved on an informal basis by discussing the problem with the immediate supervisor and working together to find a solution which is acceptable. It is important that employees are treated fairly and receive prompt

responses to problems and complaints. Ongoing, effective two-way communication between employees and their supervisors serves the best interest of both parties and reduces the need for formal grievances.

Any disagreement arising out of or relating to employment practices, any condition of employment, or interpretation of personnel policies or procedures as they affect work activities, shall be settled in accordance with this procedure. An employee who has not completed the new employee introductory period may not file a grievance under this procedure.

Employees who pursue grievances (grievant) under this procedure will not be subjected to retaliation or reprisals by anyone associated with the university. If an employee who has pursued a grievance under this procedure is of the opinion that he/she has been retaliated against for exercising his/her rights under this procedure, the employee should report the actions to the Director of Human Resources. An employee who has engaged in a retaliatory act is subject to disciplinary action up to and including discharge. Additionally, an employee found to have made false accusations in exercising his/her rights under this procedure, or in filing a false charge of retaliation, is subject to disciplinary action up to and including discharge.

Except as noted below, grievances may not be filed under this procedure if the grievance involves any of the following actions:

- Terminations, reduction in force or job elimination due to financial necessity of the University, job elimination due to the expiration of a temporarily funded position
- Salaries and wages including raises or bonuses
- Performance evaluations
- Promotions and transfers
- Sexual misconduct
- Harassment

The specific time limits indicated in each step of the grievance procedure may be extended by mutual agreement of both parties.

The employee must initiate a written grievance within ten (10) working days of the knowledge of the incident. The written grievance must contain the following information:

- A statement of the specific nature of the complaint;
- The evidence upon which the complaint is based; and
- The redress that is sought

If the complaint involves a termination, the notice of termination is considered as a final decision of Step One and Step Two of the grievance procedure. Therefore, if the employee files a grievance, it will start at Step Three of said procedure. The employee may discontinue the process at any time.

#### Step 1. Immediate Supervisor

The University strongly encourages informal resolution of all complaints. The employee should first discuss the problem with his/her immediate supervisor. If the issue cannot be resolved, the employee shall put the complaint in writing on a Staff Grievance Form (available from Human Resources) and submit it to his/her immediate supervisor within ten (10) business days of the event or incident which is the subject of the disagreement. The

immediate supervisor shall respond in writing to the employee within five (5) business days.

### Step 2. Department Head

If the immediate supervisor's response is not acceptable to the employee, he/she may request a meeting with the Department Head, or designate, by submitting the grievance to the Department Head with a copy to the Director of Human Resources within five (5) business days of the supervisor's reply. Upon receipt of the grievance, the Department Head will promptly review the grievance and schedule a meeting with the employee within ten (10) business days of receipt of the grievance to determine what action, if any, can be taken to resolve the issue.

The Department Head has ten (10) business days following the meeting to respond in writing to the employee. Copies of the written response should be forwarded to the Director of Human Resources.

### Step 3. Staff Grievance Panel

If the grievance remains unsettled, the employee may request to have his/her grievance reviewed by the Staff Grievance Panel. This request must be made in writing to the Director of Human Resources within five (5) business days from the date of issuance of the written response at Step Two of said procedure.

The Grievance Panel shall consist of three (3) staff employees of the University appointed by the president. These appointees shall be a representative mix of supervisory/nonsupervisory employees. No member(s) of the Grievance Panel who has been involved in the case of the grievant shall be allowed to hear the appeal.

The Grievance Panel shall hold a hearing which shall include: an opening statement; presentation of evidence; an opportunity for questions by members of the committee; and a closing statement. The employee shall represent him/herself. The University shall be represented by the person rendering the decision being appealed. The Grievance Panel may consider, among other things:

- Whether there was compliance with relevant University policies, rules, and regulations.
- Whether, in cases of disciplinary action, there existed a reasonable basis for the action.

The Grievance Committee shall submit a written report to the president in a timely manner. Copies of the report shall be made available to the grievant, the supervisor, and the Director of Human Resources. The report shall contain findings of facts and recommendations.

The president shall adopt, reject, or modify the recommendations submitted by the Grievance Panel. The decision of the president is final and binding between the parties as to all claims which were or have been raised in connection with the dispute, to the full extent permitted by law.

Employees are expected to exhaust the remedies available to them in this grievance procedure prior to instituting any action in a local, state, or federal court or agency. If an employee files the complaint in a court or with an external agency prior to completion of these grievance procedures, the University reserves the right to discontinue the grievance proceedings if in its judgment it determines that continuation of the proceedings either will not conclude the case or will be unnecessarily duplicative.

\*\*All allegations of conduct that is covered by the [Sexual Misconduct Policy](#) will be governed by its investigation and hearing process.

### **Off – Duty Conduct**

The University of Indianapolis respects the privacy interests of its employees and recognizes the right to conduct their personal lives free from interference from the University. Nonetheless, employees should keep in mind that even while off-duty, they represent the University to the public and should strive to preserve the University's reputation. In addition, certain types of off-duty conduct may reflect poorly upon an employee's character and judgment and thereby influence their standing as an employee of the University. Therefore, employees who engage in inappropriate, criminal, or unprofessional off-duty conduct may be subject to disciplinary action up to and including termination.

If you are involved in one of the circumstances below, you must notify your supervisor immediately:

- Arrested for or convicted of criminal conduct;
- Lose or are threatened with the loss of a certificate or a license that is required to perform your job.

It is the University's objective that effective communication with employees will result in good personal conduct and will avoid the necessity for disciplinary action.

### **Personal Business**

Employees are expected to avoid conducting personal business during scheduled work periods. This includes excessive personal phone calls, personal banking, and other tasks, etc. Personal business should be conducted using paid personal time provided by the University.

### **Personal Appearance**

We always are concerned with the impression we make on others as representatives of the University. In accordance with this concern, staff should strive at all times to ensure that their clothing and appearance are businesslike and contribute to a pleasant campus atmosphere for co-workers, students, and visitors. All staff members are expected to maintain an appearance that projects a positive image of the University and is appropriate for their positions. What is considered appropriate in one office may not be appropriate dress attire in another. Departments will establish dress and appearance standards for their staff. Dress that is generally offensive to other persons may be considered inappropriate. Uniforms are required for some positions on campus.

If appropriate, for a particular department, business casual attire may be worn during the summer months. Blue jeans, tennis shoes, tee shirts, tattered or frayed clothing are generally considered unacceptable work attire.

The University reserves the right to determine appropriate dress and personal appearance for staff. If you have any specific questions regarding appropriate attire or personal appearance, please consult with your supervisor.

## **GENERAL INFORMATION**

## **Communications**

The University will inform employees on a timely basis of significant conditions or developments which may affect their employment.

## **Gifts & Gratuities**

Employees are expected to refrain from accepting personal gifts and services offered by vendors which may be interpreted as creating a conflict of interest in the conduct of University business. Special treatment of a vendor in exchange for personal employee reward is strongly discouraged. The final selection of any vendor must be based upon the best interest of the University. Normal lunch/supper meetings paid by the vendors are considered acceptable business practice.

## **Employee Service Recognition**

The goal of the employee awards program is to acknowledge and recognize full-time employees of the University who have attained certain years of service milestones during the calendar year. Eligibility for service recognition is based on the total number of continuous years an employee has worked at the University. Employees will be recognized in five (5) year increments, beginning with the fifth year of full-time employment. Service awards for Staff employees will be provided in June for 5, 10, 15, 20 years of service.

Annually in May at the Celebration Dinner employees who have been employed full-time for 25 years of continuous service and beyond along with retiring employees will be honored by the President for their loyal and dedicated service.

## **Anniversary Date**

The date regular full-time and regular part-time staff begin their current term of continuous employment at the University is the employee's "Anniversary Date." The anniversary date is important because it is used to determine eligibility for specific employee benefits including vacation leave accrual rate, the University's contributions to the employee's regular retirement account, and participation in the tuition exchange program.

## **Annual Fund**

Annual gifts to the University support a wide range of programs to include student scholarships, faculty research, library acquisitions, building expansions, lectures, and performances. Gifts from employees are among those that contribute to the overall strength and future growth of the University. Contributions may be made through payroll deductions, cash, checks, etc. Contact the University Annual Giving Office at 788-2187 for specific details.

## **Athletic Pass**

The University of Indianapolis identification card will allow the employee and their immediate family members to be admitted free to all athletic events played at home. Post-season events are excluded.

## **Suggestions**

The University welcomes employees' ideas and suggestions, no matter how unimportant they may seem to you. Sometimes the most unusual or even the simplest suggestions are the



best. Any ideas that will help us to perform our tasks better or more effectively, improve working conditions, provide better student and customer relations, or eliminate unnecessary expenses will receive thorough consideration. Please feel free to share your suggestion with your supervisor or, if you prefer, with Human Resources. Although not all ideas can be adopted, every effort will be made to adopt and utilize any practical suggestion.

### **Housekeeping**

An essential part of safety and fire prevention is the observance of good housekeeping practices. Clean and orderly work areas, uncluttered aisles, unimpaired exits, and general neatness and orderliness is everyone's responsibility. This extends to refraining from littering on campus, including parking lots. Additionally, do your part to conserve energy by turning off lights in your area when they are not in use.

### **Use of University Stationery**

Since use of University stationery for unofficial purposes can compromise the University and lead to situations with serious consequences, University stationery may be used only for purposes connected with official business. Use for any other purpose is prohibited. Employees who are uncertain whether the purpose is business related should consult with their supervisor.

### **Funeral Notification**

Human Resources, with family approval, will send a campus wide email with an expression of sympathy and compassion upon the death of an employee and/or member of an employee's immediate family (see funeral leave policy for definition of immediate family), retiree, etc. Please notify Human Resources at 317-788-6132 with complete details as soon as possible.

### **Travel Expense Reimbursement**

The University pays expenses of employees who travel on approved university business per [Domestic Travel Expense Policy](#) Authorization to incur such expense, however, must be approved in advance by the employee's supervisor/department head.

### **Concerns/Questions**

University of Indianapolis encourages you to make your supervisor the first resource for any questions or concerns that you may have related to your position, work assignment, job duty, job performance, and/or policies and procedures. The University's goal is to ensure that clearly stated policies and procedures will make resolution of issues increasingly possible at this level.

If, however, you wish to discuss an issue or a concern with someone outside of your department, you are welcome to contact Human Resources. Your concern will be handled as confidentially as possible with no risk of reprisal.

Remember, whether you elect to speak with your supervisor or with someone in Human Resources, the University of Indianapolis wants you to know that we care about your concerns.