# Xavier University Policies & Procedures Manual

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Human Resources

### Last Reviewed Date:
April 30, 2008

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# Xavier University Policies & Procedures Manual

## Section 1: About The Organization

**Responsible Department:**  
Human Resources

**Last Reviewed Date:**  April 30, 2008

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Section 1: About The Organization

Policy:
1.01 INTRODUCTION

Scope: Faculty and Staff        Responsible Department: Human Resources
                                Approved By: President’s Office

Last Reviewed Date: April 30, 2008

A. PHILOSOPHY

Xavier University is a community of inquiry in the Catholic, Jesuit tradition dedicated to forming students intellectually, morally and spiritually, with rigor and compassion, toward lives of solidarity, service and success. This Policies & Procedures Manual collects in one place the human resources philosophies, policies and procedures of Xavier University. This manual is designed to be a working guide in the day-to-day administration of our human resource programs in a way that supports a positive work environment at Xavier University. Managers and supervisors are expected to become familiar with these philosophies, policies and procedures and to apply them consistently so that all employees, regardless of work area, location or shift assignment, are treated fairly.

B. POLICY

1. Except as provided in the Faculty Handbook for faculty and in the Labor Agreement for the Xavier University Patrol Officer’s Association, all departmental policies & procedures contained in other manuals of Xavier University and pertaining to topics covered in this manual must be consistent with policies herein.

2. This manual is not all-inclusive and the information it contains is to be used as guidelines. It may be changed at any time by Xavier University.
3. It should be noted that the Labor Agreement outlines those policies applicable to Xavier University Patrol Officer’s Association. In addition, policies contained in this manual are applicable to the Xavier University Patrol Officer’s Association as referenced in the Labor Agreement or as denoted in “Scope” herein.

4. This manual in no way constitutes or implies an employment contract between Xavier University, its subsidiaries and its employees. It does not alter the "at-will" relationship between Xavier University and any employee and it does not guarantee employment for any definite period of time. Accordingly, both Xavier University and any employee are free to terminate the employment relationship at any time, with or without cause and with or without notice. No representative of Xavier University is authorized to enter into any agreement to modify this at-will status.

5. The master, controlling copy of the manual is maintained by The Office of Human Resources. You can access the most recent version on-line. The office of Human Resources decides questions about interpretation.

Other applicable policies and/or resources:

2.07 Job Posting and Selection
2.08 Job Description
2.12 Hours of Work
2.15 Overtime
2.17 Performance Management Reviews
A. PHILOSOPHY

It is essential that every employee is knowledgeable of the mission and vision statements and strives to accomplish them through their words, deeds and actions related to Xavier.

B. VISION STATEMENT

Xavier University is a community of inquiry in the Jesuit, Catholic tradition dedicated to forming students intellectually, morally and spiritually, with rigor and compassion, toward lives of solidarity, service and success.

C. MISSION STATEMENT

Xavier’s mission is to educate. Our essential activity is the interaction of students and faculty in an educational experience characterized by critical thinking and articulate expression with specific attention given to ethical issues and values.

Xavier is a Catholic institution in the Jesuit tradition, an urban university firmly rooted in the principles and conviction of the Judeo-Christian tradition and in the best ideals of American heritage.
Xavier is an educational community dedicated to the pursuit of knowledge, to the orderly discussion of issues confronting society; and, as would befit an American institution grounded in the humanities and sciences, Xavier is committed unreservedly to open and free inquiry.

Xavier, while primarily an undergraduate institution emphasizing the liberal arts, is also committed to providing graduate and professional education in areas of its demonstrated competence and where it meets a particular need of society, especially of Xavier's regional constituency. Faculty members, moreover, are strongly encouraged to engage in research outside the classroom in order to maintain the professional standing of the institution.

With attention to the student as an individual, Jesuit education seeks to develop:

1. Intellectual skills for both a full life in the human community and service in the Kingdom of God;
2. Critical attention to the underlying philosophical and theological implications of the issues;
3. A world view that is oriented to responsible action and recognizes the intrinsic value of the natural and human values;
4. An understanding and communication of the moral and religious values through personal concern and lived witness, as well as by precept of instruction; and
5. A sense of the whole person—body, mind, and spirit.

In keeping with the Jesuit tradition, Xavier believes that religious insights are complementary to the intellectual life, and that a continuing synthesis of the Christian perspective with all other forms of human knowledge is conducive to wisdom and understanding. Xavier shares in worldwide Jesuit commitment to a creative and intelligent engagement with questions of peace and justice.

Xavier aims to provide all students with a supportive learning environment which offers opportunities for identifying personal needs, setting goals, and developing recreational and aesthetic interests and skills for daily living and leadership. The self-understanding and interpersonal development that result are vital corollaries to a student’s academic development.
Xavier believes that these goals can be achieved only through academic programs of high quality that are served by faculty devoted primarily to excellence in teaching, are nurtured by scholarship and research and are supported by a broad range of university ministry and student life programs.

D. HUMAN RESOURCE MISSION STATEMENT

The mission of the Office of Human Resources at Xavier University is to assist the University community by developing and interpreting human resources policies and by providing timely and accurate information on human resources issues. The main areas of service include records management systems, hiring and staffing procedures, benefits administration, training and development programs, compensation administration, employee relations, affirmative action and EEO compliance and organizational diversity and cultural awareness initiatives.

Based on the above mission statement, the following goals have been identified:

1. Effectively implement the University human resources management policy as it develops.

2. Implement record management systems to maintain computer and paper personnel files.

3. Evaluate staffing levels and hiring procedures for effective human resource management.

4. Provide consistent benefits administration to receive the best value for benefit dollars spent and to provide employees with necessary benefit information.

5. Address training and development issues throughout the University.

6. Develop compensation strategies to position salary competitiveness.

7. Improve employee relations throughout the University community.

8. Administer the University affirmative action and EEO policies and monitor compliance.

Develop and implement diversity and cultural awareness/improvement initiatives throughout the University community.
Xavier University Policies & Procedures Manual

Section 1: About The Organization

Policy:
1.03 MANAGEMENT RIGHTS

Scope: Staff
Responsible Department: Human Resources
Approved By: President’s Office

Last Reviewed Date: April 30, 2008

A. POLICY

1. Xavier University retains the full right and responsibility to direct operations, publicize policies, rules, and regulations, and otherwise exercise the rights of management, which more particularly include but are not limited to the following:

   a. To manage and direct employees including the right to select, hire, promote, transfer, assign, evaluate, lay off, discipline, suspend, or discharge;

   b. To manage and determine the location, type, and number of physical facilities, equipment, programs, and the work to be performed;

   c. To determine goals, objectives, programs, and services and to utilize personnel to effectively meet these purposes;

   d. To determine the size and composition of the work force and the organizational structure;

   e. To determine and modify the hours of work and work schedules required to operate most efficiently;

   f. To establish, modify and discontinue policies and procedures;
g. To determine when a job vacancy exists, the duties to be included within all job descriptions, the position classifications of all jobs and the standards of quality and performance to be maintained;

h. To determine the need to schedule overtime and the amount required;

i. To maintain the security of personnel and financial records and other important data or information;

j. To determine the overall budget of departments;

k. To maintain and improve the efficiency and effectiveness of the operations;

l. To determine and implement necessary actions in emergency situations;

m. To exercise any and all other functions deemed necessary by management.
# Section 2: Employment

**Responsible Department:**
Human Resources

**Last Reviewed Date:** April 30, 2008

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Section 2: Employment

Policy:
2.01 ORIENTATION PROCESS

Scope: Staff
Responsible Department: Human Resources
Approved By: President’s Office

Last Reviewed Date: April 30, 2008

A. PHILOSOPHY

Orientation shapes the employee’s attitudes toward Xavier University, the job and co-workers. By systematically providing new employees with information about Xavier University and their jobs, we also provide the basis for their knowledge, commitment and engagement.

B. POLICY

Within the first three months of employment, each new employee at Xavier University will participate in an orientation program established to meet four basic objectives:

- a. To acquaint new employees with the culture of Xavier University;
- b. To acquaint new employees with necessary guidelines;
- c. To acquaint new employees with specific job requirements; and
- d. To acquaint new employees with co-workers and the physical layout of University property.

Time spent in orientation is considered hours worked and will be paid accordingly.
C. PROCEDURE

The orientation program has two key aspects, (1) Xavier University-wide orientation and (2) departmental or unit-specific orientation. The program is implemented in the following four steps:

1. Orientation with the employee’s direct supervisor.

2. A meeting with the Office of Human Resources to complete paperwork and obtain initial information.

3. Match new employee with a current employee companion.

4. A centralized program conducted by the Office of Human Resources to address Xavier University’s policies and procedures.
Policy:

2.02 THE INTRODUCTORY PERIOD

Scope: Staff

Responsible Department: Human Resources

Approved By: President’s Office

Last Reviewed Date: April 30, 2008

POLICY

Employees who are newly hired, transferred or rehired are considered to be in an introductory period for the first 90 days in their position. Use of an introductory period in no way alters the at-will employment relationship between Xavier University and each employee, whereby either party may terminate the employment relationship at any time, with or without cause and with or without notice.

During the introductory period, the employee learns the job duties and functions, and their supervisor determines whether or not the employee can effectively perform the assigned job duties.

Upon completion of the introductory period, the employee may be placed in continuing status. A supervisor in consultation with the Office of Human Resources may extend the introductory period for no more than 30 days (this option should be used in rare circumstances). Successful completion of the introductory period will not result in salary increase or promotion.

Other applicable policies and/or resources:

2.08 Job Posting and Selection
2.17 Performance Management Reviews
**Policy: 2.03 EQUAL EMPLOYMENT OPPORTUNITY**

**Scope:** Faculty and Staff

**Responsible Department:** Human Resources

**Approved By:** President’s Office

**Last Reviewed Date:** April 30, 2008

**POLICY**

1. Xavier University is committed to providing equal employment opportunity for all employees and applicants in compliance with applicable laws. No personnel decisions concerning any term or condition of employment shall be unlawfully based upon race, color, religion, sex, national origin, age, marital status, veteran status, disability and any other protected class protected by law.

2. The Office of Human Resources provides information regarding anti-discrimination laws and relevant grievance procedures to employees and others, and reviews and resolves complaints involving alleged discrimination.

If an employee believes that an incident of discrimination with the categories mentioned above has occurred at Xavier University, the employee should contact the Office of Human Resources.

Employees can access Xavier University’s Harassment Code and Accountability Procedures (HCAP) document for additional reference and information.

**Other applicable policies and/or resources:**

- 2.07 Job Posting and Selection
- 2.20 Grievance and Appeals
- Harassment Code and Accountability Procedures (HCAP)
  
  [http://www.xavier.edu/hr/harassmentcode.pdf](http://www.xavier.edu/hr/harassmentcode.pdf)
POLICY

The Ohio Department of Human Services mandates collection of information for the Ohio New Hire Reporting Program to help locate parents who owe child support, to make adjustments in public assistance benefits, and to identify persons who are fraudulently receiving benefits. In accordance with O.R.C. 5101.312, Xavier University shall report required information about employees who are newly hired, rehired, or who return to work after a separation of employment. Such reporting is handled by the Office of Human Resources.
Policy:  
2.05 IMMIGRATION REFORM AND CONTROL ACT 

Scope: Faculty and Staff  Responsible Department: Human Resources  
Approved By: President’s Office 

Last Reviewed Date: April 30, 2008 

A. POLICY 

In accordance with the provisions of the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, Xavier University has adopted the policy set forth below.

1. Xavier University shall not knowingly hire, recruit, or continue employment of any foreign national without substantiating and documenting that alien’s eligibility in accordance with provisions established by this policy.

2. The Office of Human Resources shall retain appropriate records establishing that each employee hired is lawfully authorized to work in the United States.

3. As a condition of employment, a Human Resources staff member or designee shall verify both the identity and the employment eligibility of all new employees.

B. PROCEDURE 

1. All new employees, as a condition of employment, shall be required to complete the Employment Eligibility Verification and shall complete the I-9 and provide documents that prove identity and employment eligibility within three (3) business days after start of employment.

2. Should an employee be rehired or reinstated by Xavier University within one (1) year of the dates of separation, the original I-9 form and supporting
documentation may be used for the purpose of complying with the Act if the I-9 is still accurate and Xavier University has retained it.

3. If an employee’s authorization to work expires, the Office of Human Resources designee must immediately re-verify that the employee is still authorized to work, based on the employee’s documentation of continuing eligibility or new authority to work. The Office of Human Resources designee must review the document, and verify on the I-9 Form, noting the document’s ID number and expiration date.
A. POLICY

Applicants for open positions will be evaluated solely on the basis of their qualifications. However, in order to eliminate situations of real or perceived favoritism, Xavier University will exercise careful judgment in the hiring and placement of relatives by blood or marriage.

As such, Xavier University prohibits the employment of relatives in continuing positions where they would supervise or be subject to the supervision of a relative, direct or control the work of the other, or have any review or sign-off relationship with the other. The Associate Vice President of Human Resources will review the hiring and placement of relatives on a case-by-case basis. Any exceptions must be approved by the President.

Two employees in a reporting relationship who become related while working for Xavier University may not continue the reporting relationship. In such instances, when possible, Xavier University will attempt to find a suitable transfer opportunity for the parties involved. When a transfer opportunity is possible, the related individuals will have 30 days to decide who will transfer. If the related parties cannot decide who will transfer, Xavier University reserves the right to decide which party will transfer if requested by Xavier University. In the event that a transfer opportunity is not available, one party must either go on an unpaid leave of absence, or resign. In such case, the parties involved will have 60 days to decide who will either go on unpaid leave (until a suitable opportunity within Xavier University is available), or resign.
Section 2: Employment

Policy: 2.06 Employment of Relatives

In cases where there is no reporting relationship, but relatives working together create conflict or other disruption to normal operations, Xavier University reserves the right to reassign or transfer such employees as it deems necessary. In cases where such disruptions exist and there are no transfer/reassignment opportunities, the employees will be given 30 days to demonstrate that they can work together without disruption. Related employees who cannot work together without conflict or disruption are subject to disciplinary action, up to and including termination of employment.

B. DEFINITION

For purposes of this policy, "immediate family member" is defined as: spouse, parents, children, brothers, sisters, in-laws, or any person related by blood or marriage and/or residing in the employee's household.

Other applicable policies and/or resources:

2.08 Job Posting and Selection
POLICY

1. Xavier University strives to maintain a self-nomination and position posting system whereby open positions are advertised both internally and externally to meet the talent needs of the University. Exception to this policy will be at the discretion of the appropriate Vice President or Associate Provost and should entail consultation with the Office of Human Resources. Xavier University reserves the right to mandate selection decisions that are in the best interest of Xavier University (e.g. business necessity).

2. Vacant positions will typically be posted for a minimum of ten (10) weekdays.

3. To be eligible to apply for a posted position, a current Xavier employee must have completed their 90 day introductory period. Exceptions to this time frame must be approved by the Office of Human Resources.

4. Selection will be based on applicant’s qualifications, skills and abilities.

Selection Procedure:

1. A Position Action Form, Position Recruitment Form, and New Hire Funding Form (when applicable) are completed and must be signed by the appropriate individuals and returned to the Office of Human Resources.

2. A Human Resources representative is available to consult with search committees regarding best practices and the hiring process.
3. The search committee develops a résumé review form, interview questions and interview review form.

4. The Office of Human Resources posts the position and collects all application materials.

5. Application materials are given to the search committee which utilizes the résumé review form to select candidates for interview.

6. The search committee chair recommends candidates to the Office of Human Resources, which will then decide whether to make a verbal offer. If the position is an hourly position, approval is granted by the Office of Human Resources and a verbal offer is made by the Office of Human Resources. If the position is salaried, approval is granted by the Vice President or Associate Provost and/or his/her designee. A verbal offer is made by the search committee chair or the Vice President or Associate Provost and/or his/her designee.

7. Upon acceptance of the verbal offer by an hourly employee, the Office of Human Resources sends an official offer letter. The Vice President or Associate Provost and/or his/her designee sends the official offer letter for salaried employees and sends a copy to the Office of Human Resources. These records will be maintained as required by law.

8. The search chair closes the search by returning all materials to the Office of Human Resources.

9. Applicants who are not selected will be notified by the Office of Human Resources.

Other applicable policies and/or resources:

2.02 The Introductory Period
2.03 Equal Employment Opportunity
A. POLICY

Each authorized and approved position at Xavier University should have a job description. The recommended practice is for job descriptions to be reviewed and revised annually as part of the performance review process to ensure they are accurate.

B. PROCEDURE

Job description information will include: title; department; immediate supervisor and position title; a summary statement and/or essential functions; and qualifications required for the job. The Office of Human Resources will review the job description for clarity and content.

A copy of the job description should be maintained by the Office of Human Resources and within the department.
Positions are classified as either exempt (salaried) or non-exempt (hourly) according to criteria set forth in the federal Fair Labor Standards Act (FLSA) and applicable state laws.

The University also maintains a system of job classifications for non-exempt (hourly) employees and may be obtained in the Office of Human Resources.

**EMPLOYMENT CLASSIFICATIONS**

1. **Exempt (salaried)** are occupations which are executive, administrative, professional or sales oriented.

   Salaried employees are paid base salary and/or commission for duties and responsibilities which are assigned to them; they are **not** paid an hourly rate or overtime pay.

2. **Non-Exempt (hourly)** are generally those positions which are not executive, administrative, professional or sales oriented. Non-exempt employees are paid on an hourly basis, including overtime pay.

3. **Full-time continuing employees** are those employees who work a regular schedule of at least 30 hours each week. Full-time continuing employees are eligible for all benefits.
4. **Part-time continuing employees** are defined as those employees who work less than 30 hours per week. Part-time employees are eligible for certain benefits on a pro-rated basis.

5. **Temporary employees** are employees hired into non-continuing positions for a specified period of time and are not benefit eligible.

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**Other applicable policies and/or resources:**

2.11 Fair Labor Standards Act (FLSA)
2.12 Hours of Work
2.15 Overtime
4.01 Getting Paid
A. POLICY

To the extent feasible, all new positions at Xavier University will be reviewed by the Office of Human Resources and will be placed into salary schedules as appropriate.

Xavier University acknowledges that position responsibilities may change so dramatically that the position should be reviewed for possible reclassification.

Reclassification review will take place on an as-needed or as-requested basis during reorganization, or when a vacant position is posted.

B. PROCEDURE

1. New Position

When a new position is approved, the supervisor will complete a job description and submit it to the Office of Human Resources.

The Office of Human Resources will evaluate the position and determine if it is exempt or non-exempt based on the guidelines from the Fair Labor Standards Act (FLSA). Positions determined to be non-exempt will be classified according to the level of expertise, problem solving and accountability required. The Office of Human Resources will notify the supervisor of the determined classification level.
2. Reclassification

At any time of the year, if a supervisor and employee determine there have been significant changes to a position’s responsibilities, they may elect to request the position be reviewed for possible reclassification.

The supervisor should submit to the Office of Human Resources the old job description, the new job description and a cover memorandum stating how the position responsibilities have changed including, identifying the significant changes in responsibilities and why the changes necessitate a reclassification.

The Office of Human Resources will then follow the same classification process as it does for new positions. A recommendation will be presented to the appropriate Vice President or Associate Provost for a final decision. The Office of Human Resources will then notify the Vice President or Associate Provost of the decision.

Affirmative determinations may be delayed until spring based upon available funding.

Other applicable policies and/or resources:

2.08 Job Descriptions
Xavier University Policies & Procedures Manual

Section 2: Employment

Policy:
2.11 FAIR LABOR STANDARDS ACT

Scope: Staff
Responsible Department: Human Resources
Approved By: President’s Office

Last Reviewed Date: April 30, 2008

PHILOSOPHY

Xavier University will comply with the federal and state law provisions of the Fair Labor Standards Act (FLSA).

FAIR LABOR STANDARDS ACT REQUIREMENTS:

In General: Both public and private employers are subject to the basic provisions of the FLSA. The Act requires employers to:

   a. Pay a set minimum wage to covered employees;

   b. Compensate employees, at premium rates, for all hours worked in excess of a fixed number of hours in a workweek or work period;

   c. Maintain adequate records of employees' pay and work hours; and

   d. Comply with child labor standards established by the Act.

1. Certain positions of Xavier University are “exempt positions” which means they are exempt from the overtime provisions, and they are commonly called salaried positions. Such employees shall not receive a reduction in pay for absences of less than one (1) day. Such absences will, when applicable, be deducted from the employee’s accumulated sick leave or vacation leave time. Exempt employees are expected to work a minimum of thirty-seven and one-half (37.5) hours per week unless instructed otherwise. Sick leave, vacation leave
and holiday pay are based upon a thirty-seven and one-half (37.5) hour week or other number of hours the employee is instructed to work.

2. Many positions fall into the non-exempt status. That is, they are covered by the provisions of the FLSA, and therefore eligible for overtime compensation, and they are commonly called hourly positions. Accordingly, Xavier University pays any non-exempt (hourly) employee compensation at a rate of one and one-half (1 ½) times their regular rate of pay for any hours worked in excess of forty (40) hours in a seven (7) day workweek.

Other applicable policies and/or resources:

2.12 Hours of Work
2.15 Overtime
4.05 Vacation
Policy: 2.12 HOURS OF WORK

Scope: Staff

Responsible Department: Human Resources

Approved By: President’s Office

Last Reviewed Date: April 30, 2008

A. PHILOSOPHY

Xavier University department hours must be arranged to meet the operational needs of the University and to effectively deliver customer service. Therefore, work schedules are arranged by departmental supervisors to accommodate the work that needs to be done.

The University encourages the evaluation of flexible work arrangements as one approach to supporting staff and their work-life effectiveness, to improving morale and to recruiting and retaining a high-quality workforce.

B. POLICY

Xavier University shall establish the standard workday, workweek, and starting and quitting times for employees on each shift, in each department, in consideration of current and anticipated workload and other relevant factors.

Flexible work schedule options may be adopted to include:

- Flex Time
- Compressed Work Week
- Telecommuting
- Part-time Employment

Departments may develop flexible schedules and consult with the Office of Human Resources as necessary.
C. PROCEDURE

1. Supervisors shall establish daily work schedules and for certain departments this may include evening hours, night hours, and/or weekends. No established schedule shall be constructed as a guarantee of work hours or as a restriction of Xavier University’s right to restructure the workday or workweek.

2. An employee interested in an alternative/flexible work option should discuss specifics with their supervisor.

3. Supervisors should attempt to make scheduling changes in a fair and equitable manner. They should also make every effort to develop work schedules that fairly balance the distribution of necessary weekend or holiday work among employees.

4. Depending on departmental needs, the workday may exceed or be less than the normal working hours.

5. In a 24-hour, 7-day a week operation, employees may be required to work weekends or partial weekends on a scheduled basis. Supervisors are responsible for departmental weekend schedule structure.

6. Supervisors will approve or deny employee work schedules.

Other applicable policies and/or resources:

2.15 Overtime
4.04 Holidays
A. PHILOSOPHY

For the protection of both employees and Xavier University, employee personnel records must be confidentially maintained and kept current. Changes affecting such records will be posted in the files promptly.

B. POLICY

It is each employee’s responsibility to report any change of personal information. An employee’s failure to report changes in personal contact information may prevent that employee from obtaining or maintaining valuable employee benefits and/or services. Notification shall be made, by the employee, in writing, to the Office of Human Resources. (See Employee Services tab on the PORTAL and go to Forms Channel and Click on Personal Information Change Form.)

C. DEFINITIONS

For the purposes of this section, a change in personal contact information shall include the following:

a. Name change;

b. Address change;

c. Phone number change;
d. Marital status change;

e. Changes which may affect employee benefits (i.e., insurance and pension[s] such as changes in dependents or beneficiaries);

f. Number of exemptions (for tax purposes); or

g. Citizenship.

D. PROCEDURE

1. Employees shall normally report personal contact information changes to the Office of Human Resources within three (3) days of such change.

2. Employees requesting access to their personnel record should refer to Policy 3.01, Personnel Records.
Policy:
2.14 RECORDING TIME WORKED

Scope: Staff

Responsible Department: Human Resources

Approved By: President’s Office

A. PHILOSOPHY

Xavier University uses time records for keeping track of time worked in order to comply with federal and state wage-hour laws, to document employee working hours, to account for the use of paid leave and to permit sound business decisions regarding staffing and organizational structure.

B. POLICY

Hourly employees are required to record all hours worked for Xavier University. Time clocks, timesheets, and other types of records may be used by Xavier University to document the hours worked by employees so wages can be determined. Failure to adhere to the reporting procedures adopted by Xavier University may result in disciplinary action and loss of pay for the hours of work Xavier University cannot verify.

C. PROCEDURE

1. All hours worked by hourly employees must be recorded and reviewed by a supervisor prior to payroll completion. As part of the orientation process, employees will become familiar with the type of time record used for their position.

2. Employees in departments using time clocks are responsible to clock in when they start work and clock out when they stop work. An employee who clocks in or out for another employee shall be subject to discipline.
3. Failing to report time worked, misrepresenting time worked, altering any time record, or allowing any time record to be altered by others may result in discipline up to and including termination or discharge.

4. If an employee fails to clock in or out as required, they should notify their supervisor as soon as possible.

Other applicable policies and/or resources:

2.11 Fair Labor Standards Act
2.15 Overtime
A. POLICY

Xavier University will adhere to the regulations set forth in the Fair Labor Standards Act (FLSA) pertaining to payment for overtime. Accordingly, all non-exempt (hourly) positions are eligible for overtime pay.

As needs fluctuate, employees may be required to work overtime. All department supervisors shall have the authority to require mandatory overtime from employees. If possible, overtime hours should be avoided, but may become necessary in the interests of Xavier University obligations. The department supervisors are responsible for developing guidelines within their respective department, regarding overtime decisions.

Xavier University must pay an employee in a non-exempt (hourly) position compensation at a rate of one and one-half (1½) times their regular rate of pay for any hours worked in excess of forty (40) hours in a seven (7) day workweek. Xavier University’s work starts 12:01 am Monday through 12:00 am the following Monday.

B. PROCEDURE

1. The hours worked are totaled for each week. Any hours worked over forty (40) in a week MUST be considered overtime hours and paid at time and a half rate. Hours worked up to forty (40) will be paid at the employee’s straight time rate.

2. Eligibility for overtime at one and one-half (1 ½) times their regular rate shall be based upon all hours actually worked in the normal workweek. Vacation, sick
leave, or other paid leave time shall not be counted in determining whether an employee has actually worked in excess of forty (40) hours.

3. Overtime shall normally be scheduled, documented, and approved in advance by the employee's supervisor. Supervisors must pay all overtime worked. If it is not desired to accrue overtime, supervisors must prohibit employees from working over forty (40) hours.

4. In an emergency, an employee may occasionally be asked to work in a different office within Xavier University. If the total hours worked in any work week are in excess of forty (40), overtime pay will be given and will be charged to the department that requested the additional assistance.

Other applicable policies and/or resources:

2.11 Fair Labor Standards Act
2.12 Hours of Work
2.14 Recording Time Worked
Policy: 2.16 CONFLICT OF INTEREST

Scope: Staff  Responsible Department: Human Resources  Approved By: President's Office

Last Reviewed Date: April 30, 2008

A. PHILOSOPHY

This policy is to protect Xavier University’s (the “University”) interest when it is contemplating or actually entering into a transaction by ensuring that such transactions will not be adversely affected by any conflicting interest of a University employee.

B. POLICY

University employees must:

- Carry out their responsibilities to the University with loyalty and in the best interest of the University;

- Conduct their personal and business matters so as to avoid actual, potential or apparent conflict between self interest and the University’s interests; and

- Disclose to the University any actual, potential or apparent conflicting interests.
C. PROCEDURE

University employees must:

- Acknowledge compliance with this policy by signing the Conflict of Interest Annual Disclosure Statement and returning it within seven (7) days of being hired; or

- Timely disclose to her or his supervisor the nature and extent of any actual, potential or apparent conflicts of interest as they arise.

Certain employees are more likely to encounter conflicts. These include all employees with the authority to engage in negotiations or contract on behalf of the University. In addition to the forgoing, these employees must also:

- Annually review this policy and acknowledge compliance by signing and returning the Annual Disclosure Statement; and

- Timely disclose in writing to the Office of Human Resources the nature and extent of any actual, potential or apparent conflicts of interest as they arise.

This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable universities. Other University policies may apply to conflicts of interest. Please refer to the appropriate policies for additional information.

D. DEFINITIONS

1. Conflict of Interest

A conflict of interest exists when an employee’s commitments or obligations to the University may be compromised by the employee’s other interests or commitments. Although not all conflicting interests are impermissible, those involving self-gain by the employee or the employee’s family may serve to compromise the employee’s obligation to the University. An actual or apparent conflict of interest exists where:

- An employee’s actions or activities involve both an advantage to the employee and any effect on the University’s interests; or

- An employee’s association or involvement with a third party prevents the employee from exercising care, skill or prudent judgment on behalf of the University in performance of the employee’s assigned duties.
2. Employee

This policy applies to full and part-time employees of the University.

3. Family

A conflict of interest also exists where the interest of a family member may serve to compromise the employee’s obligation to the University. Family includes the employee’s immediate family (spouse, child, parent, or sibling) and in-laws (father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law or sister-in-law).
CONFLICT OF INTEREST
Annual Disclosure Statement

CONFIDENTIAL

1. I have read and understand the Xavier University Conflict of Interest Policy. To the best of my knowledge, my activities are consistent with this policy.

2. I understand that I must disclose any conflicts of interest involving myself, family members, or associates as those terms are defined in the Xavier University Conflict of Interest Policy. During this past year, I have not been involved in any conflicts of interest unless disclosed below.

3. I understand that Xavier University is a charitable organization and that in order to maintain its Federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

4. At this time, I am disclosing the following conflicts of interest, which, to the best of my knowledge, need not have been previously disclosed. (attach additional information if necessary.)

   _______________________________________________________________
   _______________________________________________________________
   _______________________________________________________________
   _______________________________________________________________
   _______________________________________________________________

5. I understand that this Annual Disclosure Statement is valid for one year, dating from September 1, through August 31.

   ________________________________
   Signature

   ________________________________
   Printed Name

   ________________________________
   Title or University Relationship

   ________________________________
   Date
A. POLICY

Employees of Xavier University should not engage in any activity that jeopardizes the interests or reputation of Xavier University or compromises the employee's integrity or ability to fulfill the obligations of their employment at Xavier University.

Employment by Xavier University shall be considered an employee's primary occupation and take precedence over all other occupations, as it pertains to the employee's scheduled time. Full-time employees shall not have other employment that presents a "time conflict." Part-time employees are expected to work the agreed upon schedule.

No employee, regardless of employment status, shall have other employment that presents conflict of interest with the employee's position or Xavier University.

Other applicable policies and/or resources:

2.15 Conflict of Interest
A. POLICY

All Xavier University staff members will participate in a review of their performance at the end of the Introductory Period and then annually.

Employees who transfer and/or are promoted to a new position will be reviewed three months after they begin their new position. As with new employees, if expectations are not met during this period the employee may be terminated.

Review periods may be extended at the discretion of the supervisor in consultation with the Office of Human Resources.

Performance reviews shall be maintained in the employee’s personnel file located in the Office of Human Resources.

B. PROCEDURE

1. Reporting Periods

Performance reviews are completed annually. In addition to the annual review, supervisors and employees are encouraged to meet semi-annually for a coaching session to discuss overall work performance and revisit established goals making adjustments as necessary.
2. **Performance Review Forms**

Supervisors and employees are to utilize the performance management review forms located on both the Portal and the Office of Human Resources webpage.

3. **Process**

The employee performance review process is structured to facilitate dialogue between the supervisor and the employee. The recommended practice is for the supervisor and employee to meet to review and discuss the employee’s performance, finalize the review form, and set goals for next year.

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**Other applicable policies and/or resources:**

2.02 The Introductory Period
2.08 Job Descriptions
A. PHILOSOPHY

Xavier University expects high standards of performance and conduct from its employees. Therefore, policies and rules have been established as guidelines for employee conduct. It is the responsibility of supervisors to (a) have knowledge of the organization’s policies, rules and procedures; (b) ensure their employees have an understanding of the conduct, expectations, and rules; and (c) respond to violations of employee conduct in an appropriate, consistent and impartial manner in keeping with the guidelines outlined in this section.

It is impossible to list every single action or situation that will cause disciplinary steps to be taken. Therefore, this policy will reflect the most common situations. It is expected the supervisors will use good judgment in evaluating employee conduct and related violations.

B. POLICY

Violation of any Xavier University policy or rule can subject an employee to disciplinary action as outlined in Policy 2.18 (Progressive Discipline Policy). The following are a few examples of behaviors that may result in disciplinary actions; but this list is not all inclusive:

- 3 Days Absence Without Notice
- Discrimination based upon policy or federal/state laws
- Endangerment of Others
- Poor or Sub-Par Performance including Excessive Absence or Tardiness
Section 2: Employment  
Policy: 2.18 Employee Conduct

- Failure of Good Behavior
- Gross Negligence
- Insubordination
- Weapon Possession
- Violation of drug and alcohol policy.

C. PROCEDURE

Xavier University policy stresses that supervisor’s efforts should focus, when appropriate, on preventing serious personnel problems rather than disciplining employees for misconduct. But whenever disciplinary actions are taken, it is essential that:

a. Each problem be investigated thoroughly so that the facts of the situation are known; and

b. Any action taken be primarily corrective and appropriate to the offense.

Other applicable policies and/or resources:

2.19 Progressive Discipline Policy
A. PHILOSOPHY

Xavier University uses this discipline policy as a guide for the uniform administration of discipline. Except in the case of more serious infractions, Xavier University believes in a progressive disciplinary procedure that will promote fairness and equality in the workplace and serve to guide and improve an employee's behavior.

B. POLICY

In the event of a violation of Xavier University and/or department rules, regulations, policies or procedures, any one of the following actions may be used at any time according to the seriousness of the offense:

- Verbal Warning
- Written Warning
- Final Written Warning
- Suspension
- Discharge

The final warning should make it clear that, unless there is significant improvement, discharge will result. When a final warning is given, a copy should be forwarded to the Office of Human Resources. Compliance with any corrective action will not change the at-will nature of the employee’s employment.
C. PROCEDURE

The following principles shall apply:

a. Each offense shall be dealt with as objectively and as privately as possible.
b. Policy infractions shall be dealt with as soon as possible.
c. Discipline shall usually be progressive, but depending on the severity of the offense, certain levels in the process may be omitted and immediate discharge could be required.
d. Discipline may be administered by the supervisor, the Associate Vice President of Human Resources, or other designee.

Supervisors should adhere to the following procedures, when appropriate, with respect to taking disciplinary action:

a. Secure the necessary facts related to the misconduct. Obtain verifiable information by interviewing witnesses and obtaining all necessary supporting documentation.
b. Discuss the alleged misconduct with the employee by seeking the employee’s side of the story.
c. Analyze the facts that have been obtained, including those presented by the employee. Determine if sufficient facts exist to support disciplinary action.
d. If appropriate to the situation, determine corrective action. Consider the severity of discipline, and when appropriate, apply principles of progressive discipline.
e. Inform the employee of the disciplinary decision, including documentation of any disciplinary action that is being taken. A Human Resource representative should be present when an employee termination is performed.

An employee has the right to request the presence of a support person during an investigative interview that may result in disciplinary action against the employee. The support person attends in an observatory role.

For example, an employee has the right to have a support person attend an investigative interview wherein a supervisor questions the employee to obtain information that could be used as a basis for discipline against the employee.

Other applicable policies and/or resources:
2.19 Grievance and Appeals
A. PHILOSOPHY

Xavier University recognizes that problems will arise in the workplace that are, at times, difficult for an employee to resolve. If these concerns are not adequately addressed, they may evolve into much greater problems that can become increasingly more difficulty to alleviate.

B. POLICY

Normally, questions or complaints should be handled informally by the immediate supervisor. Some complaints may involve a judgment by the employee that the supervisor/University has acted outside Xavier University policy or the law. Depending upon the severity of the issue, steps in the grievance procedure may be omitted. Such complaints or grievances are handled under the following procedures outlined as follows.

NOTE: The University also has a Harassment Code and Accountability Procedure which can be accessed or viewed at [www.xavier.edu/hr/harassmentcode.pdf](http://www.xavier.edu/hr/harassmentcode.pdf)
C. PROCEDURE

**Step I:** An employee who believes he/she has a grievance must first discuss the problems with his/her immediate supervisor within five working days after the grievable incident or the grievant’s knowledge of the incident. The supervisor shall provide an answer within five working days of the initial discussion. Extensions of the time frames in this and other steps may be amended only by mutual consent. Every effort should be made to resolve the grievance at this Step. It is the responsibility of both parties to document that this meeting took place.

**Step II:** If the grievance is not resolved as a result of Step I, the employee must put the grievance in writing, using the form (see page 4 of this Policy for Grievance Form) in consultation with the Office of Human Resources, and request an interview with the supervisor within three working days of receiving the supervisor’s response. Copies of the grievance (including the remedy sought and the supervisor’s response) should also be provided to the supervisor and the Office of Human Resources. The supervisor must respond by setting up a meeting within five working days of receiving the written documents. Any evidence or witnesses to the alleged complaint must be presented by the parties at this meeting. Witnesses are to understand that their involvement is voluntary and cannot be used for disciplinary purposes at a later date. If the supervisor and Vice President or Associate Provost are the same person, the Office of Human Resources should be approached to intercede at this Step. The supervisor must respond in writing within five working days of the meeting. Copies of his/her response should go to the Office of Human Resources, the grievant and the supervisor.

**Step III:** If the grievance is not resolved at Steps I and II, the grievant must file a written request for consideration with the Office of Human Resources within five working days of receiving the supervisor’s determination. The Office of Human Resources must set up a meeting with both parties within five working days of receipt of the request and must inform the divisional leader of the meeting time. The Office of Human Resources will chair the meeting and direct its course. Within five working days of the meeting, the Office of Human Resources must send a written recommendation to the Vice President or Associate Provost. Questions should be directed to the Office of Human Resources. The Vice President or Associate Provost must respond within five working days of receiving the Office of Human Resources recommendation. Copies of the response should go to both parties and the Office of Human Resources.

**Step IV:** If the grievance is not resolved as a result of Step III, the grievant must inform the Office of Human Resources, in writing, within five working days of receipt of the Vice President or Associate Provost’s determination. The
President or designee will convene a Grievance Committee comprised of 2 faculty members, 1 administrative staff, and 2 support staff. The committee will set up a hearing within three weeks of the request, or at a time that permits all relevant parties to attend. The Hearing should be held at a neutral site on campus. Each party will have the opportunity to present its case through evidence and witnesses and question the evidence and witnesses of the other party.

Confidentiality among the committee members and all persons involved in the procedure shall be maintained. The Office of Human Resources will serve as staff to the committee.

The deliberations of the committee upon conclusion of the meeting will also be confidential. A recommendation should be made to the President, or designee, within a week of the hearing. The President or designee will inform all parties involved of the final decision within five working days of receiving the Committee’s recommendation.

It is understood that either party may elect to have a support person present throughout the procedure. However, the parties must speak for themselves unless that is deemed impossible. In addition, failure of the introductory period is not considered grievable.

Other applicable policies and/or resources:

2.02 The Introductory Period
2.19 Progressive Discipline Policy
Grievance Form

Name: ________________________  Department: ____________________

Statement of Grievance: (Be complete, including dates and feel free to use additional paper)
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Witnesses:
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Written evidence: (Attach any documents that are relevant to your case)

Supervisor’s response: (Attach notes or written response):
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Remedy sought:
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Signature: _______________________  Date: _________________________
A. POLICY

Employees may voluntarily resign/retire in good standing by submitting a written letter of resignation/retirement to their supervisor at least two weeks in advance of the separation. Such written letter of resignation/retirement shall be a signed, dated statement indicating the desire to resign/retire and the effective date of separation.

Once the supervisor accepts the letter of resignation/retirement, it may not be revoked without permission from the supervisor.

B. PROCEDURE

The terminating employee provides a written letter of resignation/retirement to his/her supervisor.

The supervisor advises the Office of Human Resources by submitting the employee’s letter of resignation/retirement.
Section 2: Employment

Policy: 2.21 Separation of Employment

The Office of Human Resources will schedule a voluntary exit interview with the terminating employee on or preceding his/her last day of work, with the exception of those employees who provide less than two weeks notice or those who are discharged by Xavier University. The purpose of the exit interview is to learn more about the employee’s employment experience at Xavier University. Employees will be asked for their opinion of Xavier University, and any other information they would like to share about their employment.

The following areas should be covered at the Exit Interview:

1. Discuss clearly with the employee to establish and record:
   a. Effective date of the termination, the final pay period and last day worked;
   b. Termination of insurance;
   c. Status of any other applicable benefits; and
   d. Actions taken regarding retirement, if applicable.

2. Inform the employee about his or her final paycheck. Upon an employee’s employment separation, the employee is entitled to pay for all hours actually worked, accrued, and unused vacation up to a maximum of 30 days.

3. Upon retirement, non-exempt employees receive 10% of their accumulated sick leave balance.

4. Conduct an overall evaluation of the reasons related to the termination and an indication of any corrective action necessary. Inquire into the employee’s impressions of working conditions, supervision, advancement and training opportunities, opportunities for self-expression, and handling of problems or difficulties. The exit interview provides an excellent opportunity to see the organization from the employee’s point of view. Relevant areas of discussion include:
   a. Reason for leaving;
   b. Working conditions;
   c. Compensation/Benefits/COBRA;
   d. Supervisor;
Section 2: Employment  

Policy: 2.21 Separation of Employment

e. Training;
f. Co-workers;
g. Most and least liked aspect of employment at Xavier University;
h. Changes needed;
i. Problem areas; and
j. Examples of support or non-support from Management.

A separation checklist needs to be completed for every employee prior to the effective date of separation. The checklist assures that employees turn in keys, parking pass, equipment and any other Xavier University property; that accrued vacation benefits are received and that insurance and retirement benefits are received, etc.

Upon separation of employment, all employees shall return all Xavier University property to Xavier University on or before the employee’s last work day. Xavier reserves the right to withhold vacation payout until such property has been returned and all accounts have been settled.

Other applicable policies and/or resources:

4.05 Vacation
### Section 3: Employee Responsibilities

**Responsible Department:**
Human Resources

**Last Reviewed Date:** April 30, 2008

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A. PHILOSOPHY

Xavier University maintains personnel information for each employee as is necessary for business purposes. Confidentiality of all personal information will be maintained. Personnel records are the property of Xavier University.

B. POLICY

The Office of Human Resources will maintain complete and accurate personnel files. These records shall include only that information which is directly related to the employee’s job duties, salary or wages, performance, and general employment history. Medical files, where applicable, must be maintained separately from other files.

Listed below, but not limited to, are types of documents, which, if they exist, are appropriate for retention in personnel files.

a. personal data;
b. employment application documents;
c. references;
d. documentation pertaining to an employee’s change of status;
e. performance evaluations;
f. communications or disciplinary actions;
g. benefit information;
h. attendance and absence records; and,
i. payroll records.
C. PROCEDURE

Personnel Records are confidential and access is limited to protect employee privacy. Access to these records is restricted to authorized Office of Human Resources personnel.

An employee may request to see his/her personnel records by appointment with a representative of the Office of Human Resources. The employee may not remove his or her official record or any part of it from the Office of Human Resources. The employee may be permitted to take notes during the inspection and may obtain copies upon providing a signed release. A supervisor may, upon request to the Office of Human Resources, review an employee’s personnel record including documents related to hiring, position changes, performance reviews, etc.

Former employees may have access to his/her file up to three years after termination. Copies of documents are provided at the former employee’s expense.

Disclosure of personal information by the Office of Human Resources will be made only under the following circumstances:

1. Office of Human Resources staff authorized to release only dates of employment over the telephone.

2. Representatives of employees requesting to obtain or review any personnel records must provide a written release from the employee requesting the record(s).

3. State and federal reporting requirements as mandated by law or statute.

4. Under valid court order, search warrant, or subpoena.

5. In an emergency, upon independent verification.

Information made available in any circumstance will be limited to only what is necessary.

Other applicable policies and/or resources:

2.13 Reporting Changes in Personal Information
A. PHILOSOPHY

Regular attendance of all employees is important to the planning, efficiency and provision of services required by Xavier University. Absenteeism and tardiness increases the workload of other employees and affects the quality of services. Thus, it is vitally important that each employee be at work when scheduled.

B. POLICY

It is the responsibility of employees to contact their supervisor in advance if they are unable to report to work as scheduled.

If an employee is absent without notifying his/her supervisor or the Office of Human Resources for three (3) consecutive workdays, the employee will be considered to have terminated his or her employment without notice.

C. PROCEDURE

1. Absent and/or tardy employees must contact his or her supervisor as soon as possible and prior to the employee's scheduled starting time on each day of absence or tardiness. Upon return to work, the employee shall report to his or her immediate supervisor to further explain the reason for the absence or tardiness and to provide documentation, if any is needed, to substantiate the absence or tardiness. Documentation must be completed and submitted on the employee's next scheduled workday.
2. In the event of an absence, supervisors should speak with the employee to find out if the absence was a result of an illness or other emergency. In the event of an illness where a doctor’s visit is required, the supervisor may ask for such documentation from the employee. Should the employee find himself or herself in a position where unscheduled absences could occur as a result of illness or other personal emergencies, the supervisor should ensure that the employee is using the proper type of leave, in accordance with Xavier University policies and procedures.

3. If an employee is unable to report to work, at his/her designated time, the employee should immediately notify their supervisor. In the event that an employee is unable to reach their respective supervisor, he/she should follow standard department practices for reporting absences.

Other applicable policies and/or resources:

2.13 Recording Time Worked
2.19 Progressive Discipline Policy
4.05 Vacation
4.06 Absent Without Pay
4.08 Bereavement
4.11 Family Medical Leave Act (FMLA)
4.14 Worker’s Compensation
A. PHILOSOPHY

Xavier University is committed to providing a work environment that is free of discrimination and harassment of any form. Actions, words, jokes, or comments by any employee, supervisor, vendor, or student that are based on an individual’s sex, race, ethnicity, age, religion, disability, any other legally protected or non-protected characteristics will not be tolerated.

We encourage the prompt reporting of acts or words of harassment, whether the actions or words are directed against the person making the report, or against another person. Prompt reporting is crucial because it will allow us to take prompt and appropriate action to deal with the problem.

B. HARASSMENT POLICY

Introduction to the Xavier University Harassment Code and Accountability Procedures

Individuals who believe they have been harassed, individuals charged with harassment, and individuals with knowledge of situations in which harassment may exist should consult the Xavier University Harassment Code and Accountability Procedures (HCAP). To encourage persons to come forward, Xavier University provides several channels of communication, information, and both informal and formal complaint resolution procedures. Persons or groups who believe they are victims of such an action are encouraged to report the incident to the appropriate Xavier University authority. All complaints are
considered serious and are dealt with through informal intervention or formal intervention resolution procedures. Disciplinary action will be taken in all cases where there is a finding of responsibility through a formal procedure.

This HCAP is only part of Xavier University’s effort to prevent harassment in our community. In addition to outlining steps for making and resolving complaints, Xavier University is also committed to programs of education to raise the level of understanding concerning the nature of harassment and ways to prevent its occurrence.

Applicability of the HCAP

This HCAP applies to the “University Community” which includes all persons who are enrolled at or employed by Xavier University while they are on campus or are participating in a Xavier University-related off-campus activity, except where noted. Additionally, all others present on the Xavier campus or participating in a Xavier University-related off-campus activity are expected to observe the policies outlined herein.

This HCAP is subject to change as deemed appropriate by Xavier University. Notice of changes to this HCAP will be provided to all persons to whom it applies through the Campus portal, email system, or by some other method reasonably intended to reach all members of the Xavier University Community. Xavier University will strive to provide this notice of changes within a reasonable period of time after the changes have been made.

The official version of this HCAP is located on the Xavier University website at [www.xavier.edu/hr/harassmentcode.pdf](http://www.xavier.edu/hr/harassmentcode.pdf)

Other applicable policies and/or resources:

- 2.18 Employee Conduct
- Faculty Handbook
- Advocate Program
Xavier University Policies & Procedures Manual

Section 3: Employee Responsibilities

Policy:
3.04 DRUG FREE WORKPLACE

Scope: Faculty, Staff and Students
Responsible Department: Human Resources
Approved By: President’s Office

Last Reviewed Date: April 30, 2008

A. PHILOSOPHY

The issue of drug and alcohol abuse concerns the entire Xavier University Community, as well as our surrounding neighborhoods. The use of illicit drugs and misuse of alcohol contributes to unrecoverable loss of time, talent and lives. Xavier University also must comply with the federal Drug Free Schools and Communities Act Amendments of 1989, which require schools, colleges and universities receiving federal financial assistance to implement and enforce drug and alcohol prevention programs for students and employees.

B. POLICY

Xavier University prohibits the illegal use, possession, sale, manufacture or distribution of drugs and alcohol by all students and employees on Xavier University premises or property or as part of any Xavier University activity. The standard also applies to student-sponsored social activities or professional meetings attended by employees if such activities are considered to be Xavier University sponsored. Any misuse of substances by Xavier University students and employees that presents physical or psychological hazard to individuals also is prohibited.

The policy is applicable to all employees and any person who has access to students, or property, or who may perform work in conjunction with Xavier University operations, whether as an employee, student, temporary affiliate, or an individual affiliated in any other capacity.
In addition to possible legal sanctions, any unlawful possession, use or distribution of illicit drugs and/or alcohol may result in any of the following disciplinary actions on the part of Xavier University:

- Warning (verbal or written)
- Suspension
- Discharge

Other applicable policies and/or resources:

2.18 Employee Conduct
Faculty Handbook
Advocate Program
Alcohol and Drug Policy [http://www.xavier.edu/student_life/AlcoholPolicy.pdf](http://www.xavier.edu/student_life/AlcoholPolicy.pdf)
A. PHILOSOPHY

Garnishments and other legal credit or claims are serious actions by creditors against employees that cost Xavier University time and money to administer. Each employee is encouraged to conduct his or her personal business so that garnishments are unnecessary.

B. POLICY

A court-ordered legal claim or legally executed agreement by a creditor against the wages of an employee for non-payment of a debt must be recognized and executed by the Payroll Office.

C. PROCEDURE

1. Any court-ordered garnishment, tax levy or wage assignment rendered against an employee must be forwarded immediately to the Payroll Office for processing.

2. These orders will be in effect until the order is paid off or the Payroll Office receives a release from the court.
# Xavier University Policies & Procedures Manual

## Section 4: Compensation & Benefits

### Responsible Department:
Human Resources

**Last Reviewed Date:** April 30, 2008

<table>
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<th>Policy</th>
<th>Policy Number</th>
</tr>
</thead>
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<td>Getting Paid</td>
<td>4.01</td>
</tr>
<tr>
<td>Payroll Advances</td>
<td>4.02</td>
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<td>Tuition Remission</td>
<td>4.03</td>
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<td>Jury Duty</td>
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<td>Americans with Disabilities Act (ADA)</td>
<td>4.12</td>
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<td>Campus Health and Psychological Resources</td>
<td>4.13</td>
</tr>
<tr>
<td>Workers’ Compensation</td>
<td>4.14</td>
</tr>
</tbody>
</table>
A. PHILOSOPHY

Xavier University provides a compensation structure that is objective and equitable. Xavier University’s pay system is applied in accordance with Federal and State law. Employees have the right to know their own pay range, within their respective classification. The specifics regarding another employee’s pay are confidential and will not be shared with other employees. Staff classifications and salary ranges are available upon request through the Office of Human Resources.

B. POLICY

The compensation practices of Xavier University shall be in accordance with applicable laws and regulations. No decisions concerning compensation shall be unlawfully based upon race, color, religion, sex, national origin, age, marital status, veteran status or disability and any other protected class protected by law.

Employee wages will be maintained for both exempt employees and non-exempt employees, as defined by the Fair Labor Standards Act (FLSA).

Supervisors shall keep their employees informed about salary administration. Employees have the right to know their own specific pay and classification.

Questions that cannot be readily or completely answered by the supervisor should be referred to The Office of Human Resources.
C. PROCEDURE

Hourly employees are paid on a bi-weekly basis and exempt employees are paid on a semi-monthly basis. Each employee is required to fill out a Time Report that must be signed by his or her supervisor and turned in to the Payroll Office on the deadline date indicated on the form.

If employees do not designate payments by direct deposit, paychecks are available in the Comptroller's Office from 10:00 a.m. to 2:00 p.m. on paydays. Requests for paychecks to be sent to the home address on payday or to be deposited directly to a financial institution are made by contacting the Payroll Office.

All employees are encouraged to consider Direct Deposit. Employees who elect to participate in Direct Deposit will be notified via their Xavier University e-mail account and can access their pay advice with a secure password. Questions about this process are directed to the Payroll Office.

If any employee changes or cancels an account, the Payroll Office must be notified immediately.

After all Direct Deposit information is turned into the Payroll Office, the employee’s first paycheck will be manually prepared so all account numbers can be confirmed before money is sent electronically.

Other applicable policies and/or resources:

2.12 Hours of Work
2.14 Recording Time Worked
4.02 Payroll Advances
4.04 Holidays
4.05 Vacation
4.06 Unpaid Leave
4.07 Military Leave
4.08 Bereavement Leave
4.10 Family Medical Leave Act (FMLA)
4.13 Worker's Compensation
A. POLICY

1. Payroll advances are intended only for emergency situations. It is expected that such requests for payroll advances would be rarely made and shall not exceed more than twice yearly. Advances made necessary because of Xavier University payroll errors are not subject to this limit.

2. Payroll advances may be issued based on hours already worked, and are expected to be repaid out of the next paycheck. Advance requests should be made to the Office of Human Resources.

B. PROCEDURE

Employees interested in receiving a payroll advance must contact the Office of Human Resources. Payroll advance checks will be available the same day after 2:00 pm on payroll advance requests made prior to 12 Noon.
A. PHILOSOPHY

Xavier University encourages its employees to further their formal education by attending courses offered by Xavier University and provide employees and their spouses and dependents tuition remission for undergraduate and graduate courses as a fringe benefit program.

B. POLICY

Full-time and part-time employees, spouses, and dependents up to and including age 25 meeting the dependency criteria established by the Federal tax law (IRS Code Section 1529a, Reg. 1, 152-1) are eligible participants for tuition remission.

Employees who wish to attend classes must first satisfy the admission requirement of Xavier University and are subject to all normal policies and procedures.

All class room assignments must be done outside normal working hours and attendance for classes should not conflict with normal working hours. Exceptional cases must be approved by the employee’s supervisor and by the Office of Human Resources.

Full-time employees are eligible for 100% benefit for graduate and undergraduate courses up to six credit hours per semester. All hours in excess of six credit hours must be approved by the employee’s supervisor and the Vice President or Associate Provost. Part-time employees are granted pro-rated
remission for the tuition charged up to six credit hours. Tuition remission is available upon employment.

Tuition remission covers tuition for regularly scheduled courses only, payable to Xavier University, and does not apply to room, board, or fees.

If the employee terminates employment during a semester in which courses are being taken, full tuition remission will revert to partial tuition remission according to the refund schedule published in Xavier University’s catalogue.

In the event of retirement, disability, or death of a full-time employee who has completed seven years of service, tuition remission is extended to the spouse and dependent children under the same condition as an active employee.

The Tuition Remission form, available from the Office of Human Resources, must be completed by each employee eligible for tuition remission, for each semester during which tuition will be remitted. The employee should obtain the supervisor’s approval and then submit the form to the Office of Human Resources prior to the beginning of the academic term. Credit will then be applied to the employee’s account.

Spouses and Dependents (Undergraduate): After completion of one year of service by a full-time employee, spouses and dependents are eligible for 90% undergraduate tuition remission. No other form of Xavier University-based financial aid is available beyond this remission. Enrollment may be restricted for undergraduate programs with class size limits to space available basis. This tuition remission benefit applies to all course work taken at the undergraduate level as a part-time or full-time student.

Tuition remission is available for eligible dependents of Xavier University employees; tuition remission covers tuition only, payable to Xavier University (to the extent that the employee is eligible) and does not apply to room, board, or fees. If application has not been made through the Financial Aid Office for other educational assistance that may be available, tuition remission will not be granted. When both parents are employed by Xavier University, only one parent may apply for tuition remission for a dependent child.

Part-time employees are eligible for tuition remission for spouses and dependents on a pro-rated basis. Part-time employees must complete one year of part-time service for eligibility.

Spouses and Dependents (Graduate): After completion of one year of service by a full-time employee, spouses and dependents are eligible for 90% graduate tuition remission. No other form of Xavier University-based financial aid is
available beyond this remission. Enrollment may be restricted for graduate programs with class size limits to a space available basis. This tuition remission benefit applies to all course work taken at the graduate level as a part-time or full-time student.

Part-time employees are eligible for tuition remission for spouses and dependents on a pro-rated basis. Part-time employees must complete one year of part-time service for eligibility.

Proration Benefit of Part-time Employees: For purposes of calculating the prorated tuition remission benefit for part-time employees, full-time employment for administrators and support staff shall be 37.5 hours per week and for faculty will be 12 hours of teaching assignment per semester. Employees hired prior to June 1, 1993 are grandfathered and will use 30 hours as full-time for the prorated calculation.

Prorated benefit shall be calculated by multiplying the tuition assessed times the ratio of part-time assignment to full-time employment.

Example:

1. Spouse/dependent taking graduate courses whose sponsor works 15 hours per week.
   Remission = (tuition charged) x (90% benefit) x (15/37.5).

2. Spouse/dependent taking undergraduate courses whose sponsor is a part-time faculty teaching 6 hours.
   Remission -= (tuition charged) x (90% benefit) x (6/12).

Housing: Xavier University Housing will be available to dependents at the approved room and board rates on a space available basis.

Tuition Exchange Programs: Tuition Exchange is a reciprocal ‘scholarship’ program for children of faculty and staff employed at over 550 participating institutions. As a member of the Tuition Exchange Program, dependents of Xavier employees who are benefit eligible at Xavier are eligible to be considered for tuition exchange at any of the participating colleges and universities in the United States. Tuition Exchange “scholarships” are not an entitlement; they are competitive awards. Additional information on this program can be accessed at http://www.xavier.edu/financial-aid/docs/TE_Policy_Outgoing.pdf

FACHEX: FACHEX is an acronym for Faculty and Staff Children Exchange Program. It is an undergraduate tuition remission program for children of full-time

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faculty and staff of the participating schools. Xavier and 26 other Jesuit schools participate in the program. FACHEX 'scholarships' are not an entitlement; they are competitive awards. Additional information on this program can be accessed at [http://www.xavier.edu/financial-aid/docs/FACHEX_Policy_Outgoing.pdf](http://www.xavier.edu/financial-aid/docs/FACHEX_Policy_Outgoing.pdf)

**Procedures for Application:** Employees applying for tuition remission for dependents must complete the Dependent Tuition Remission Application form and return it to the Office of Human Resources, as well as the Application for Federal Student Aid and return it to the Office of Financial Aid. These applications are available from the Office of Human Resources. Information provided by the employee and the student will be kept in strictest confidence. Should the dependent be eligible for Federal or State Aid, the amount of tuition remission will be reduced by the amount of aid.

**Other Requirements:**

- Participants must meet the admission requirement of Xavier University.

- All full-time participants in this program must complete an application for Federal student aid to assess any eligibility for State and Federal financial aid.

- Participants in this program must meet the academic progress requirements of Xavier University for continued enrollment and eligibility.

**Taxability of Tuition Remission Benefits:**

- Taxability of tuition remission benefits is subject to all applicable Federal and State income reporting requirements.

**Definitions:**

- Employee refers to full-time or part-time faculty, exempt (salaried) and non-exempt (hourly) personnel.

- Full-time faculty status is determined by the office of the Academic Vice President and Provost.
<table>
<thead>
<tr>
<th>Category of Recipient</th>
<th>Class Level</th>
<th>Amount of Benefit</th>
<th>Waiting Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time employee</td>
<td>Undergrad</td>
<td>100% of tuition up to 6 credit hours*</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Graduate</td>
<td>100% of tuition up to 6 credit hours*</td>
<td>None</td>
</tr>
<tr>
<td>Part-time employee</td>
<td>Undergrad</td>
<td>Prorated full-time benefit</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Graduate</td>
<td>Prorated full-time benefit</td>
<td>None</td>
</tr>
<tr>
<td>Spouse &amp; dependents of full-time employees</td>
<td>Undergrad</td>
<td>90% of tuition</td>
<td>1 year</td>
</tr>
<tr>
<td></td>
<td>Graduate</td>
<td>90% of tuition</td>
<td>1 year</td>
</tr>
<tr>
<td>Spouse &amp; dependents of part-time employees</td>
<td>Undergrad</td>
<td>Prorated full-time benefit</td>
<td>1 year</td>
</tr>
<tr>
<td></td>
<td>Graduate</td>
<td>Prorated full-time benefit</td>
<td>1 year</td>
</tr>
</tbody>
</table>

*Above 6 credit hours requires Vice President’s or Associate Provost’s approval.
A. POLICY

All continuing employees are eligible for paid holidays. Employees who work regular schedules shall receive holiday pay equal to the number of hours normally scheduled on the day of the holiday. Employees who work irregular schedules or are scheduled to work on weekends shall receive holiday pay equal to one-fifth of their normal workweek.

C. PROCEDURE

Guidelines for holiday benefits are as follows:

1. The official holiday schedule is posted at:
   http://www.edu/hr/docs/holidayschedule.pdf

2. If a holiday occurs during an employee’s vacation, the holiday is not charged to vacation time.

3. In some offices and departments where continued operation is essential, it may be necessary for employees to work on a holiday. In such case the employee will receive holiday pay plus pay for all hours worked on the holiday.

4. Holidays are considered time worked in the calculation of overtime pay.

5. If a holiday falls on a normal day off for an employee who works rotating shifts, the employee may be granted holiday pay, provided he/she works the last scheduled work day prior to and the first scheduled work day following the holiday.
holiday, unless the failure to work on either or both such days is excused because of: 1) personal illness or injury, or 2) other extraordinary circumstances beyond the control of the employee. The Supervisor must notify the Payroll Office if holiday pay is forfeited for this reason.

6. Holiday pay may be forfeited if an employee is absent without cause on the scheduled workday preceding or following the holiday.

7. Temporary employees are not eligible for holiday pay.

Other applicable policies and/or resources:

2.12 Hours of Work
2.14 Reporting Time Worked
2.15 Overtime
4.05 Vacation
Xavier University Policies & Procedures Manual

Section 4: Compensation & Benefits

Policy:
4.05 VACATION

Scope: Staff

Responsible Department: Human Resources

Approved By: President’s Office

Last Reviewed Date: April 30, 2008

A. PHILOSOPHY

Annual vacation is important to the well being of each employee and is intended to give full and part-time employees an opportunity for rest and relaxation. All eligible employees are encouraged to use their full vacation benefit each year.

B. POLICY

Xavier University provides paid vacations to employees based on length of service. It is within the discretion of each supervisor to set forth scheduling guidelines for their respective departments.

Vacation hours paid are considered hours worked in accruing vacation time.

Vacation Leave Accrual Schedule

<table>
<thead>
<tr>
<th>Category</th>
<th>Length of Service</th>
<th>Vacation Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Exempt (Hourly)</td>
<td>Less than 3 years</td>
<td>.039 per standard hour Up to 10 days per year</td>
</tr>
<tr>
<td></td>
<td>3 years to less than 7 years</td>
<td>.058 per standard hour Up to 15 days per year</td>
</tr>
<tr>
<td></td>
<td>7 years or more</td>
<td>.077 per standard hour Up to 20 days per year</td>
</tr>
</tbody>
</table>

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Section 4: Compensation & Benefits

Policy: 4.05 Vacation

<table>
<thead>
<tr>
<th>Category</th>
<th>Length of Service</th>
<th>Vacation Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Exempt Administrative/Professional Staff</td>
<td>Less than 2 years</td>
<td>4.69 hours per pay period</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Up to 15 days per year</td>
</tr>
<tr>
<td></td>
<td>2 years or more</td>
<td>6.25 hours per pay period</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Up to 20 days per year</td>
</tr>
<tr>
<td>Full-Time Exempt * Executive Staff and Librarians</td>
<td>Less than 1 year</td>
<td>6.88 hours per pay period</td>
</tr>
<tr>
<td>Semi-Monthly</td>
<td></td>
<td>Up to 22 days per year</td>
</tr>
</tbody>
</table>

* Executive staff is defined as Vice Presidents, Provost, Associate Vice Presidents, Assistant Vice Presidents, Associate Provosts and Academic Deans.

C. PROCEDURE

1. Procedures to be followed for requesting vacations vary from department to department. Information regarding how to make a vacation request is provided by the supervisor. Vacations are scheduled subject to the needs of each department as determined by the supervisor.

2. Every effort must be made by employees to schedule their vacations in advance in order to allow proper planning for their absence. However, supervisors have the final authority to approve or disapprove vacation requests of the employees in their departments, regardless of the amount of advance notice that is given.

3. Every effort will be made to schedule vacations as requested by staff members. However, vacation time should be scheduled so that Xavier University needs and departmental/office efficiency are maintained.

4. Should more than one employee from the same department/area request the same vacation period at the same time; workflow needs may not permit both to be off of work simultaneously. If the two employees are unable to resolve the matter themselves, their supervisor will make the decision. In making such decisions, the supervisor weighs the organization's business needs, the timeliness of the requests, the employees' respective seniority and the recent history of prior vacation time taken by each employee.

5. In accordance with Policy 2.14 (Overtime), vacation time is not counted in determining whether an employee has worked over 40 hours and therefore eligible for overtime.

6. Upon separation of employment, an employee will be paid for up to 30 days of unused, accrued vacation if the employee has been employed for at least 6 months.
A. PHILOSOPHY

The primary purpose of sick leave is to provide continued income if an illness or injury causes absence from work. All employees are asked to use their sick leave responsibly.

B. POLICY

Non-Exempt (Hourly) Staff

All continuing non-exempt staff earn sick leave on an accrual basis at the rate of .040 per standard hours worked.

Below is an example based upon hours worked:

<table>
<thead>
<tr>
<th>Bi-Weekly Hours Worked</th>
<th>Sick Accrual Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>75 Hours</td>
<td>3.00 Hours</td>
</tr>
<tr>
<td>80 Hours</td>
<td>3.20 Hours</td>
</tr>
</tbody>
</table>

C. PROCEDURE

If an employee is absent because of illness or injury, it is his/her responsibility to notify the immediate supervisor as soon as possible. If for some reason the immediate supervisor or the department head cannot be reached, the employee
should leave a message and contact information. Failure to provide proper notification is sufficient reason for not granting sick leave. A supervisor may require a written statement from the employee’s physician before approving sick leave.

For illnesses extending beyond three months, non-exempt (hourly) staff are eligible for payments at half pay based upon length of service as follows:

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Benefits at half pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 year</td>
<td>2 weeks</td>
</tr>
<tr>
<td>2 years</td>
<td>4 weeks</td>
</tr>
<tr>
<td>5 years</td>
<td>8 weeks</td>
</tr>
<tr>
<td>10 years</td>
<td>13 weeks</td>
</tr>
</tbody>
</table>

If illness or injury to an employee’s family member requires the employee to be absent from work, he/she may charge up to two days against accumulated sick time for each such occurrence. During any twelve-month period, no more than five days may be charged against sick leave benefits for such absences.

Employees should try to schedule medical and dental appointment outside working hours. If an appointment occurs during working hours, the time may be charged to sick leave.

The University will issue each July a bonus of $100 to each continuing non-exempt employee (full-time or part-time) who uses no sick leave during the previous fiscal year (June 1 to May 31), and a bonus of $50 to each continuing employee (full-time or part-time) who uses three days or less of sick leave during that period. For continuing part-time employees, a day of sick leave is equal to one-fifth of the standard work week. New employees are eligible for pro-rated bonuses based on their length of service during the previous fiscal year.

Employees who retire at age 62 or later with at least 7 years of service will receive a cash bonus of 10% of unused sick leave balance at the most recent rate of pay.

If a University holiday falls during a period of sick leave, the day is not charged to sick leave. All absences that are charged to sick leave should be recorded on the appropriate pay form.
### Exempt (Salaried) Staff

Sick leave for full-time exempt (salaried) staff will be granted according to the following schedule:

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Sick Leave Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 6 months</td>
<td>None</td>
</tr>
<tr>
<td>6 months to less than 1 year</td>
<td>1 month at full pay and 1 month at half pay</td>
</tr>
<tr>
<td>1 year to less than 2 years</td>
<td>1 month at full pay and 2 months at half pay</td>
</tr>
<tr>
<td>2 years to less than 5 years</td>
<td>1 month at full pay and 5 months at half pay</td>
</tr>
<tr>
<td>5 years or more</td>
<td>2 months at full pay and 4 months at half pay</td>
</tr>
</tbody>
</table>

Sick leave for part-time exempt staff will be pro-rated according to hours worked.

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**Other applicable policies and/or resources:**

2.12 Hours of Work
2.14 Recording Time Work
2.15 Overtime
4.01 Getting Paid
A. PHILOSOPHY

Xavier University recognizes that on rare occasions some employees may require an extended leave of absence for a variety of personal or health-related reasons.

B. POLICY

Supervisors may approve time off without pay to employees for situations such as the following:

   a. Additional vacation time

   b. Religious days

   c. Weddings

   d. Extended illness

   e. Personal business

C. DEFINITIONS

Leaves of absences are defined as unpaid absences authorized in advance for a period of two (2) weeks to six (6) months.
D. PROCEDURE

1. When an employee foresees an absence situation that is expected to last two (2) weeks or more, they must submit a written request for a leave of absence to their supervisor. The request should include the reason and probable length of the leave of absence.

   a. If approved, supervisors should forward copies of the leave request to the Office of Human Resources.

Prior to the start of the leave, the employee should contact the Office of Human Resources to discuss the effects of the leave on their benefit program and to make arrangements for continued employee insurance contribution payments as appropriate during the leave.

2. The employee is required to keep their supervisor informed of their status at pre-arranged times as specified. Failure to contact the supervisor at the expiration of the leave will be considered a voluntary resignation.

3. Employees needing an extension of leave of absence should contact their supervisor to discuss and submit such request in writing. However, unpaid leaves shall not extend beyond 6 months.

4. In leave of absence cases, the department supervisor should work in coordination with the Office of Human Resources to ensure that the affected employee is not adversely impacted by any changes to pay, benefits or other working conditions that may occur as a result of their leave of absence.

5. The university shall run Family Medical Leave concurrent with the unpaid leave of absence if it is a qualifying event under the Family Medical Leave Act.

Other applicable policies and/or resources:

4.07 Military Leave
4.08 Bereavement Leave
4.10 Family Medical Leave Act (FMLA)
Xavier University Policies & Procedures Manual

Section 4: Compensation & Benefits

Policy:
4.08 MILITARY LEAVE

Scope: Faculty and Staff
Responsible Department: Human Resources
Approved By: President’s Office

Last Reviewed Date: April 30, 2008

A. POLICY

Uniform services is defined in the policy: Army, Navy, Air Force, Marines, Coast Guard, reserve units, National Guard and Commissioned Corps of Public Health Service.

Military leaves are granted for employees in active duty in the Armed Forces in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994;

a. Uniformed services include:
   - Active duty (including Reserve and Guard members who have been called up);
   - Active duty for training;
   - Initial active duty for training;
   - Inactive duty training;
   - Full-time National Guard duty;
   - Absence from work for an examination to determine a person’s fitness for any of the above types of duty;
   - Funeral honors duty performed by National Guard or reserve members.

Employees on Military Leave, currently enrolled in Xavier University’s health, dental and vision benefit plans, may continue such benefits. The University will continue to pay the employer portion of the premiums if the employee elects to continue his/her University benefits. Employee would be responsible for his/her portion of the
Section 4: Compensation & Benefits

Policy: 4.08 Military Leave

premium. In addition, eligibility for Tuition Remission for employees and dependents continues.

Time Periods for Reemployment

If the employee has been on active duty for 30 days or less, he or she must report for work at the beginning of the next scheduled work period on the first full day after release plus travel time and an eight-hour rest period.

If the employee has been on active duty for more than 30 but less than 180 days, he or she must notify of his or her intent to return to employment within 14 days after release from service.

If the employee has been on active duty for more than 180 days, he or she must notify his or her intent to return to employment within 90 days after release from service.

If the employee is recovering from a service-related injury, the time period for application for reemployment may be extended for up to two years.

If the time frame for application for reemployment is missed due to the employee’s fault, the employee may be subject to the same disciplinary action for failure to report to work as any other employee who does not report to work.

B. PROCEDURE

a. Employees who are members of the uniformed services and are called to duty must notify their supervisor immediately. This notification must be made in writing and include a copy of the military orders.

Employees who fail to give advance notice may lose their military leave protection under applicable laws, unless providing advance notice is impossible or unreasonable due to military necessity or for other legitimate reasons.

b. Length of Military Leave

- **Active Duty** - Employees entering active military service will retain their rights to reemployment for a total of five years.

  1. **Exceptions** - The cumulative period of military service may exceed five years in the following cases:

     A. The additional time is necessary to complete an initial obligated service requirement;
B. The employee was unable to obtain release orders through no individual fault;
C. Additional training is determined necessary by the secretary of the particular service;
D. The service is performed on active duty during periods of war or national emergency;
E. The service is considered statutorily mandated National Guard and reserve training requirements.

- **Reserve Duty** - Full-time employees that are members of the U.S. Military Reserves or National Guard are given time off for up to 15 days per year for active duty. During this time, these employees will be paid the difference between their military pay and their regular rate of pay. Part-time employees are given the time off without pay.

- **Return to Work** - In accordance with federal law, employees who are members of the uniformed services and are returning from duty may be reemployed at Xavier University if they meet the following conditions:
  - The employee provides advance notice of such military service, where possible;
  - The length of Military Service limits are not exceeded; and
  - The employee does not receive a dishonorable discharge.

Reinstatement would also be withheld if it would require creation of a useless job or where there has been a reduction in the workforce during the period of the military leave that would reasonably have included that employee.

c. **Applying for Reemployment**

Federal law provides time limits, based on length of military service, during which returning employees must apply for reemployment. In general, employees returning from military leave will be guaranteed their former job if they apply within 90 days or a lesser period as required by law. Employees should check with the Office of Human Resources for the more specific information on the time period for applying for reemployment.
d. Reemployment Documentation

Documentation verifying eligibility for reemployment may be requested of employees returning from military service. If requested, this documentation should verify that: 1) the employee has made timely application; 2) the employee has not exceeded length of military service limitations; and 3) the employee has been released from service under honorable conditions. If the requested documentation does not currently exist or is not readily available, reinstatement of the employee will not be denied. However, it is the employee’s responsibility to provide such documentation as soon as possible.

Other applicable policies and/or resources:

4.10 Family and Medical Leave Act (FMLA)
A. PHILOSOPHY

It is Xavier University’s philosophy to show compassion and respect for employees and their families when death occurs. Sympathetic support will be provided, including flexible scheduling and providing time off without loss of pay to attend a funeral and/or make necessary arrangements at the death of a family member as defined herein.

B. POLICY

1. Time off with pay may be granted to an employee when death occurs in the immediate family for a maximum of three days.

2. Time off with pay for a maximum of one day may be granted to attend the funeral of a relative outside the immediate family.

3. Time off with pay not to exceed one half day may be granted at the discretion of the immediate supervisor so that an employee may attend the funeral of a close friend.

C. PROCEDURE

1. For purposes of this policy, immediate family is defined as employee’s spouse, child, parent, grandparent, grandchild, step-child, step-parent, sibling (includes half-brother/sister) and current mother/father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step brother and stepsister, or others living in the same household with the employee.
2. The employee should notify his/her supervisor of the employee’s absence for Bereavement Leave purposes as soon as possible.

3. When a death occurs in an employee’s immediate family, the supervisor should notify the Office of Marketing and Public Relations unless privacy is requested.

Other applicable policies and/or resources:

4.05 Vacation
4.06 Unpaid Leave
Xavier University Policies & Procedures Manual

Section 4: Compensation & Benefits

Policy: 4.10 JURY DUTY

Scope: Staff

Responsible Department: Human Resources

Approved By: President’s Office

Last Reviewed Date: April 30, 2008

A. PHILOSOPHY

Jury duty is a privilege of citizenship. Xavier University understands that it is the obligation of each employee as a citizen to serve on jury duty for a civil or criminal case when called.

B. POLICY

All employees are eligible for time off with pay for jury duty that occurs during the employee’s regularly scheduled work day. This policy does not apply to an employee’s court appearance if it is in connection with the employee’s personal business (e.g., criminal or civil cases, traffic court, divorce proceedings, etc.).

Jury duty leave pay is available to all shifts if the employee is scheduled to work on the same day the employee is to report to court; however, an employee may or may not be required to work as safety and fatigue will be considered.

C. PROCEDURE

1. Employees called for jury duty must inform their supervisor immediately, so arrangements can be made to cover their work during the absence. A copy of the subpoena or summons should be provided to the supervisor.

2. On days where the employee will not be required at court, the employee is expected to report to work. On days where employees are required in court, but are discharged early from service, they are required to report to work if at least half of their regular work-day remains.

3. The employee will be paid their regular salary during the jury duty absence.
A. POLICY

It is the policy of Xavier University to provide a leave of absence in accordance with the requirements of the Family and Medical Leave Act of 1993. Employees who have worked at Xavier University for at least 12-months and have been employed for at least 1,250 hours of service during the 12-month period preceding the commencement of the leave are eligible for unpaid leave under the Family Medical Leave Act of 1993 (FMLA). Through FMLA employees are entitled to a maximum of 12 weeks of leave in a 12-month period. Xavier University has elected to utilize a rolling calendar year when determining the effective 12-month period. Employees can request to be excused from work for:

a. The care of a family member who has a serious health condition;

b. The employee’s own serious health condition;

c. The birth, adoption, or foster-placement of a child;

d. When a family member is on or called to active duty when they experience a qualifying exigency; or

e. To care for a service member that sustained an injury or illness in the line of military duty (under this category employees are entitled to a maximum of 26 weeks of leave when requesting leave).
Xavier University will continue to pay its portion of the employee’s medical insurance. The employee is responsible for paying for his/her portion of the applicable insurance(s). Leave because of serious health condition may be taken intermittently or on a reduced leave schedule where medically necessary.

Only one (1) 12-week leave per rolling calendar year, per employee, will be allowed under FMLA.

If both spouses are employees of the University, each is entitled to one twelve-week leave per rolling calendar year.

When determining the amount of FMLA leave taken, a holiday occurring within a week of FMLA leave has no effect. The week is still counted as a week of FMLA leave.

A leave under this policy may be concurrently counted toward both the 12 weeks of FMLA and unpaid leave balances.

Upon return from an approved FMLA leave, the employee will be restored to his/her prior position or an equivalent position.

Classifications of Leaves Under FMLA

a. New Child

1. Granted for the birth, adoption, or foster care placement of a child;

2. May only be granted within 12 months of birth or placement of a child;

3. Employee must provide 30 days advance notice before the date on which the requested leave would begin. If unable to provide 30 days notice due to unforeseen circumstance, notice must be given as soon as possible.

b. Family Serious Medical (A serious health condition is defined as an illness, injury, impairment, or physical or mental condition(s) involving either inpatient care or continuing treatment by a health care provider. Leave will be considered for the following reasons):

1. The serious health condition of the employee or their family member;
2. Employee must provide documentation of his/her family member’s serious health condition. This must include: date the leave will begin, probable duration, and appropriate facts regarding condition;

3. In the event that the serious medical condition is foreseeable based on planned medical treatment, employees are required to provide advance notice.

C. PROCEDURE

1. The employee must submit a Certification of Health Care Provider Form to the Office of Human Resources. The form can be accessed at http://www.dol.gov/esa/regs/compliance/whd/fmla/wh380.pdf. This form must be complete and include all pertinent data. The effective date of the leave of absence is the day following the last day worked. The employee will receive a letter granting approval of their request.

2. The employee must contact the Office of Human Resources to assure proper benefit coverage and make arrangements for employee insurance contribution payments as appropriate.

3. Employees may be required to report periodically on their status and intent to return to work while on FMLA.

4. Upon return from leave for a personal serious health condition, the employee must present a fitness-for-duty certificate from the health care provider, as appropriate. The employee’s return to work may be delayed until such certificate is submitted.

Other applicable policies and/or resources:

4.04 Holidays
4.05 Vacation
4.06 Unpaid Leave
4.07 Military Leave
Xavier University Policies & Procedures Manual

Section 4: Compensation & Benefits

Policy:

4.12 AMERICANS WITH DISABILITIES ACT (ADA)

Scope: Faculty and Staff

Responsible Department: Human Resources

Approved By: President’s Office

Last Reviewed Date: April 30, 2008

A. POLICY

Xavier University will not unlawfully discriminate against qualified individuals with disabilities as defined by the ADA because of the disability of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.

B. PROCEDURE

1. Xavier University shall endeavor to maintain in operable working order, all features of facilities and equipment that are for the use, benefit, aid, or service of the public, in a manner that is readily accessible and usable to people with disabilities.

2. Each service, program, and activity shall be operated in a manner that, when viewed in its entirety, shall be readily accessible and usable by individuals with disabilities.

3. Xavier University shall ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.

4. If an employee qualifies under the ADA, Xavier University will provide reasonable accommodations for the disabled employee, upon the employee's request, unless such accommodations would impose an undue hardship on Xavier University or would impair the safety of the employee or other employees.
5. Request for accommodation should be made directly to the employees supervisor.

6. Complaints regarding discrimination regarding individuals with disabilities should be filed in accordance with the Harassment Code Accountability Procedure.

Other applicable policies and/or resources:

2.03 Equal Employment Opportunity
HCAP www.xavier.edu/hr/harasmentcode/pdf.
Policy:

4.13 CAMPUS HEALTH AND PSYCHOLOGICAL RESOURCES

Scope: Faculty and Staff

Responsible Department: Human Resources

Approved By: President’s Office

Last Reviewed Date: April 30, 2008

PROCEDURE

1. The Health and Counseling Center does not provide ongoing, primary or other medical care to employees of Xavier University. A work-related injury may be seen for an initial evaluation and/or referral for further care as medically necessary.

2. The Health and Counseling Center does not ordinarily provide mental health services to employees, however, employees requesting such services are assisted in obtaining care from other sources. Employees have access to the health education materials available at the Health and Counseling Center.

At certain times, the Health and Counseling Center may provide screening, vaccination or other limited services to employees.

The Psychological Services Center is the practice arm of the Department of Psychology. The Center provides no fee counseling services to faculty and staff through the clinic staffed by advanced doctoral trainees supervised by Department of Psychology faculty members. Some Department of Psychology faculty members offer services to members of the community on a fee for service basis. The Director of the Psychological Services Center is available to discuss options on campus, and also to help identify resources and to provide referrals to Mental Health Professionals in the Greater Cincinnati area. Further information is available at [http://www.xu.edu/psychservcntr/](http://www.xu.edu/psychservcntr/).
A. POLICY

Xavier University staff members are covered by the Worker's Compensation Laws of the State of Ohio. Worker’s Compensation Insurance provides the employee with a percentage of their average earning, when they are off work due to a work-related injury or illness.

B. PROCEDURE

1. Employees should report an injury to their supervisor or the person in charge as soon as possible.


If seeking medical attention, complete paperwork for Workers’ Compensation. Contact the Office of Human Resources for paper work and claims consultation.