



employee handbook 2014

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Statement of Purpose

The **Employee Handbook** is for the purpose of providing general information to present and prospective regular employees of St. Edward's University (SEU). Inherent in St. Edward's mission to provide excellence in education is the expectation of excellence in job performance. The administrative and supervisory leadership of the St. Edward's community stands ready to assist all employees in achieving their highest potential.

In an effort to familiarize new employees with our community, the **Employee Handbook** provides information about benefits and services. In addition, this handbook outlines policies, procedures, and performance expectations for all regular employees so consistent treatment may be enjoyed by all.

Every effort has been made to provide current and correct information. Certain programs and policies discussed have exceptions, variations, eligibility requirements, etc., which may be affected by the particular status of an individual employee. The university reserves the

right to make exceptions to the terms and provisions of the **Employee Handbook** in appropriate circumstances.

This handbook covers only the high points of many programs and benefits plans and is written with as few legal and technical terms as possible. It is not intended to substitute for the full text of any program or plan. In the event of discrepancy between the **Employee Handbook** and any contractual benefit plan, the contract provisions will govern.

As with any document of this complexity, modifications will be necessary to clarify intent and to respond to environmental

growth and change. An on-line version of the **Employee Handbook** can be accessed at <http://think.stedwards.edu/hr/employee-handbook>. Updated hard copies of the Employee Handbook may be picked up in Human Resources; however, the most current version can be found online.

The **Employee Handbook** does not constitute a written or implied contract of employment and should not be construed as evidencing any binding obligation of SEU or as conferring any rights or compensation upon any employee. SEU reserves the right to modify the provisions of this handbook without notice.

7/1/2013



Preface

The **Employee Handbook** is, in part, a codification of those rules, regulations, rights and guidelines that relate to employment and working conditions at St. Edward's University, Inc. All of the material discussed applies to regular staff. Some information applies to faculty and Administrative Officers. The **Faculty Manual** and **Employee Handbook** are written within the framework of the Bylaws of the Board of Trustees. Should any confusion or conflict arise between these documents, the Bylaws take precedence. Confusion or conflict between the **Faculty Manual** and the **Employee Handbook** for faculty members is resolved in favor of the **Faculty Manual**. In the event that any policy, rule, regulation, or guideline described in this Handbook is determined to be unlawful under any law, it shall be deemed modified so as to comply with such laws.

The efforts of the Office of Human Resources are directed to the establishment and maintenance of progressive personnel administration and effective employee relations. The major responsibilities of the Office of Human Resources include:

1. Consistent interpretation and application of personnel policies and prompt recognition of the need to revise them when indicated by the operating needs of the institution;
2. Definition and classification of positions in such a manner as to establish and maintain appropriate internal job and salary relationships;
3. Establishment of pay ranges for various classes of positions;
4. Effective employee relations, including the resolution of complaints or problems;
5. Development and conduct of employee training programs; and
6. Ensuring adherence to personnel policies mandated by the university.

To these ends, the **Employee Handbook** has been developed as a guideline and information source for management and employee alike.

7/1/2013



Letter of Welcome



Dear Members of the St. Edward's University Community,

Welcome to St. Edward's University, an institution that is proud of its Holy Cross heritage and is one of the best small universities in the country. St. Edward's University, as an employer, recognizes the importance of providing a working environment that is conducive to carrying out the university's mission. For employees, this means working together, treating one another with respect and taking responsibility for achieving excellence.

This handbook intends to communicate terms and conditions of employment that apply to each of us as we carry out our responsibilities at St. Edward's. The policies, benefits, and services it describes serve as a guide to assist with questions that you may have during your employment at St. Edward's University.

We are delighted you have joined a wonderful community that is committed to its students, faculty and staff. We hope you find your time at St. Edward's University rewarding as we work together to build on an excellent learning community.

Sincerely,
Rosemary Samora Rudnicki
Human Resources Director

Mission Statement

St. Edward's University is an independent Catholic university that welcomes qualified students of all ages, backgrounds and beliefs and serves a culturally diverse student body.

The university's undergraduate programs achieve a balance among the humanities, the sciences and the professions. These programs seek to make graduates competent in a chosen discipline and to help them understand and appreciate the contributions of other disciplines. Graduate and professional development programs prepare individuals to further their life goals and to take advantage of more challenging employment opportunities.

Graduates in all programs should be prepared, through training in critical and creative thinking as well as moral reasoning, to analyze problems, propose solutions and make responsible decisions. They should be able to express themselves articulately in both oral and written form. They are encouraged to develop an understanding of the human person that is derived from reason and open to faith.

The university promotes excellence in teaching and learning in an environment that encompasses the campus classroom, student life programs and the broader community. A caring faculty and staff,

recognizing that learning is a lifelong process, teach the skills needed to be independent and productive. They encourage individuals to confront the critical issues of society and to seek justice and peace. Students are helped to understand themselves, clarify their personal values and recognize their responsibility to the world community. The university gives the example of its own commitment to service.

St. Edward's was founded by the Congregation of Holy Cross, from which it acquired distinguishing characteristics: the courage to take risks, an international perspective and the commitment to provide educational opportunities for students of varied cultural, religious, educational and economic backgrounds.

St. Edward's expresses its Catholic identity by communicating the dignity of the human person as created in the image of God, by stressing the obligation of all people to pursue a more just world and by providing opportunities for religious studies and participation in campus ministry. St. Edward's seeks to provide an environment in which freely chosen beliefs can be deepened and expressed.

7/1/2013

The institutional mission is a broad statement of fundamental purpose that embraces the social and intellectual aspirations of the institution. It is through the mission statement that the institution makes known its aspirations to develop the human resources and to serve education and society.

St. Edward's University Vision

St. Edward's University will educate students for the opportunities and challenges of a 21st century world.

Holy Cross, Catholic Heritage

St. Edward's University will sustain an ever-deepening commitment to its Holy Cross, Catholic heritage.

Academic Challenge

St. Edward's University will enable all our students to attain the fullest potential of their intellectual, personal and career goals.

Global Preparedness

St. Edward's University graduates will be distinctive for their understanding of the world and its cultures and for being prepared to make significant contributions in an increasingly global world.

Resource Development

St. Edward's University will develop and manage resources in support of its academic quality and global preparedness goals.

7/1/2013



Our Operating Principles

St. Edward's University was founded by the Congregation of Holy Cross, whose values underlie the goals identified in our Mission Statement. We aspire to work together to achieve these goals according to the following principles, which flow logically from our Holy Cross and Catholic heritage.

We work through collaboration.

We work collaboratively to attain our goals. We address concerns from a university-wide perspective, working together in the most effective and efficient ways to generate solutions and make decisions that benefit the university as a whole. We take our responsibilities to each other seriously, sharing information and meeting deadlines; giving and receiving constructive feedback for improving individuals, teams and processes; listening with open minds to each others' points of view; and providing personal support and assistance to each other. We collaborate with friends in the larger community, seeking their ideas and partnerships.

We treat each other respectfully.

We treat each other with the respect we expect for ourselves. We strive to take advantage of the possibilities for growth and creativity that exist within an environment where different views are discussed and respected. We speak to each other in professional and respectful tones; we maintain our composure and judgment under the pressure caused by differences, actively listening for understanding, clarifying confusion, affirming feelings, and seeking mutually beneficial solutions. We confront demeaning comments and behavior and insist on civility. We commit ourselves to conducting our business in ways that develop an atmosphere of trust and respect.



We are a continually developing organization.

We are a community committed to continuous assessment of the needs of our students and colleagues and of our own performance. We view all members of our campus community as potential teachers and learners. We seek new knowledge and skills and better applications of our knowledge and skills. Personal growth and development are expectations, as well as growth and development of the effectiveness of the organization. We create an environment which encourages and supports risk-taking, and we consciously work to remain open to new ideas, opinions and ways of doing things from all members of our university community and from the larger community, whose assessment and ideas we welcome.

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Our Operating Principles *(continued)*

We each take responsibility for excellence.

A focus on excellence is a way of life. We set challenging goals in every area, with the university's mission as the guide for establishing and prioritizing these goals. We encourage and expect all members of our community to take responsibility for continual analysis of our policies, procedures, processes, as well as their own performance, to ensure that we are working as effectively and efficiently as possible. We understand that we are accountable to each other to contribute to the excellence we seek. There is openness to anticipating and examining possible barriers to excellence and enthusiasm for developing strategies to overcome these barriers.

We are dedicated to high standards of service.

Creative problem solving to help students, colleagues, and all who do business with us is a hallmark of our service. We respond quickly, considerately, and correctly to the needs of those who come to us for help. We work to increase our job knowledge and knowledge about other areas of the university, so that we can continually contribute suggestions and make adjustments to improve our service. We place a higher priority on service than on administrative ease; politeness, cheerfulness, and helpfulness are valued and expected.

We have open communication across the university.

At St. Edward's open communication includes widely sharing information, requesting appropriate information before making decisions, clearly describing goals and decision-making processes, offering and accepting suggestions for improvement, and being

receptive to others' ideas and to the changes indicated by our continuing assessment. We value open and direct communication, which is used to inform, educate, and foster improvement. We work to create the trust that makes open and direct communication possible.

We seek to understand and promote diversity.

We support the ideal of equal and open access to opportunity for everyone. We work to critically examine our own beliefs, biases, and assumptions that may create division and misunderstanding about ethnicity, gender, age, sexual orientation, values, religion, politics, disabilities, socio-economic status, attitudes, language, and all other differences. We are committed to identifying and eliminating barriers to inclusion within our own policies, procedures, and traditional practices. We value the diversity on our campus and within the community and work to enhance the possibilities for personal and institutional growth such diversity provides.

We are good stewards of our organizational resources.

We appreciate and treasure all resources entrusted to us. These resources may include employees, property, equipment, and/or funds. We are committed to periodically reviewing the allocation of these resources to ensure that they are being distributed in the most efficient and effective way to attain our mission and strategic goals. We encourage community members' input to arrive at workable solutions to resource issues. We practice sound financial management as our standard, and it is the responsibility of each community member to value and be a good steward of the organizational assets at their disposal.

7/1/2013

About St. Edward's University

When Father Edward Sorin arrived in America from his native France in 1841, he carried with him a charge from Congregation of Holy Cross founder, Basil Moreau, to establish a presence in the New World. He also held close the congregation's philosophy of educating hearts and minds, respecting diversity and the individual, serving those from all walks of life, and advocating for social justice. Throughout his life's work in America, these values remained the cornerstone.

When he stood under the majestic live oak eventually named for him on a hilltop in Austin, Texas, and declared it the site of St. Edward's University, he imagined an institution grounded in this Holy Cross tradition. Indeed, since Sorin's declaration more than 125 years ago, our leaders and teachers have followed this same path — and been guided by the courage to take risks, an international perspective, respect for the whole person and a commitment to social justice.

The St. Edward's commitment to furthering justice in society has been lived out in the spirit of Catholic social teachings and the fostering of each student's unique intellectual, ethical and moral development in all its programs, undergraduate and graduate. Belief that all qualified students have a right to a high-quality education continues to inform the university's commitment to special programs that promote access. Since 1972, the College Assistance Migrant Program has been a visible and successful example of such commitment.

All St. Edward's undergraduates participate in our nationally recognized general education program culminating in an ethically grounded, problem-solving Capstone project, which complements a major discipline and challenges them to develop their leadership potential. The university's designation as a Hispanic-Serving Institution recognizes our welcoming and programmatic responsiveness to a diverse student population. This mission-centered development has laid the foundation for

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About St. Edward's University (continued)

an enhanced understanding of the vision required to solidify the university's position of leadership for the future as the provider of education for social justice.

In the last 10 years, the fortitude, commitment to excellence, creativity and vision of our leaders have positioned St. Edward's as one of the best small universities in the country. Now, we look to the future, in which international borders will be more permeable; where service, leadership and problem-solving transcend cultural boundaries; and where the virtual classroom can help unite students of all backgrounds. As we move forward in this global, interconnected world, we return to our roots. We carry with us the energy and passion of Father Sorin and his fellow missionaries as they journeyed across the New World creating educational opportunities for students.

But our "New World" is broader, bigger and more connected than Father Sorin and his contemporaries could ever have imagined. Today, every discipline, every field, and every issue has an international reach. To make a place for themselves in such a world, all students must be well educated in their discipline and able to navigate across cultures,

whether they go on to work in a global company, in a local company serving global markets, or in government or nonprofits. Whatever their position, there will be opportunities to exercise leadership for the betterment of the immediate, national and world communities.

University graduates in the 21st century are going to live and work in this culturally, economically, religiously and educationally interdependent world. St. Edward's is committed to academic excellence that includes an awareness of and experience with how knowledge informs and is informed by a world perspective. The St. Edward's mission

statement promises that we will assist students in recognizing "their responsibility to the world community." The St. Edward's Quality Enhancement Plan submitted to and approved by the Southern Association of Colleges and Schools in our 2007 reaccreditation commits the university to significantly enhancing our students' international understanding. The university's assessment of student learning outcomes for all academic and institution-wide programs will document quality in support of the 2015 strategic initiatives and the university's distinctive mission and vision.

7/1/2013





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Employment at Will

The university does not offer guaranteed employment to staff members. Either the university or the employee can terminate the employment relationship at any time, with or without cause, with or without notice.

This employment at will relationship exists regardless of any other written statements or policies contained in this Handbook or any other university documents or any verbal statement to the contrary.

Exceptions to the Employment At Will Policy

No one except the university's President can enter into any kind of employment relationship or agreement that is contrary to the previous statement. To be enforceable, such relationship or agreement must be in writing, signed by the President, and notarized.

Progressive Discipline and Employment At Will

While the university may elect to follow its progressive discipline procedure, it is in no way obligated to do so. Using progressive discipline is at the sole discretion of the university in an employment at will workplace.

7/1/2013

Equal Employment Opportunity

It is the policy of St. Edward's University to ensure equal employment opportunity to all individuals in a positive program of non-discrimination. The Director of Human Resources is responsible for implementing this institution's policies on Equal Employment Opportunity and any questions on this subject should be addressed to him/her.

The University is committed to adhering to the principles and guidelines outlined in Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. All employment-related activities and decisions, including recruitment, hiring, assignment, promotion, training, benefits, use of facilities, and other privileges are made without regard to race, color, religion, sex, national origin, age, handicap or disability (if otherwise qualified), or veteran status.

7/1/2013

U.S. Employment Authorization

The Immigration Reform and Control Act of 1986 requires all employees of St. Edward's University to complete the Employment Eligibility Verification Form (I-9) and to provide proof of identity and eligibility to work in the United States at the time of employment.

The employment verification process must be completed within three working days of the beginning of employment. Employees who do not complete the I-9 within the required timeframe will be subject to dismissal, however, they will be paid for the actual days worked. All schools, offices and departments are prohibited from employing individuals who have not successfully completed the employment verification process within the required timeframe.

If an employee's work authorization expires, s/he will be terminated as required by law. The university can make no guarantees of future employment in these circumstances.

7/1/2013

Accommodation for Applicants and Employees

Policy

It is the policy of the university to provide equal opportunity to all qualified individuals with disabilities in accordance with the Americans with Disabilities Act, and to fully comply with other legal and regulatory requirements to ensure that all aspects of employment, including the application process, are made fully accessible to all employees and applicants. No qualified employee with a disability may be denied the benefits of a program, training, or activity conducted, sponsored, funded, or promoted by the university, or otherwise be subjected to discrimination. The university is committed to providing reasonable accommodation to qualified applicants and employees with disabilities. Unless a particular accommodation would impose an undue hardship on the operation of its programs, accommodation will be provided to a qualified individual with a disability who is an:

1. Applicant who needs an accommodation in order to participate in the application process,
2. Employee who needs an accommodation to enable him or her to perform the essential functions of the job or to gain access to the workplace, or
3. Employee who needs an accommodation to enjoy equal benefits and privileges of employment as are enjoyed by similarly situated employees without disabilities.

Requests for Accommodation

For applicants. Applicants will be directed to contact Human Resources who will make a written record of the applicant's request and determine if that request is "reasonable." If so, Human Resources will see that the request is satisfied. If not, Human Resources will explore other options with the applicant to determine if an interview and ultimately employment in the applicant's chosen field are possible.

For employees. To enable the university to maintain accurate records regarding requests for accommodation, employees seeking a reasonable accommodation are asked to follow up any oral request with a written request copied to their supervisor and to Human Resources.

Medical Information. Medical information may be necessary in some cases in order to evaluate whether a specific disability is covered by, the Americans with Disabilities Act. The university shall not request medical information when the disability and need for accommodation are obvious and/or already on file. However, when a disability and/or need for reasonable accommodation is not obvious or already on file, the university has the right to request relevant documentation about the disability. Information should be limited to: a short description of the disability, functional limitations related to the duties at issue, and the need for accommodation. The request should cover only the job-related functions for which the accommodation is requested.

7/1/2013

Recruiting and Selection

The university is committed to ensuring that the recruitment and selection of all employees will be fair, open and transparent, and will comply with all relevant legislation. Applicants will not be excluded from being considered for a position solely on the basis of race, color, religion, sex, national origin, age, handicap or disability (if otherwise qualified), or veteran status.

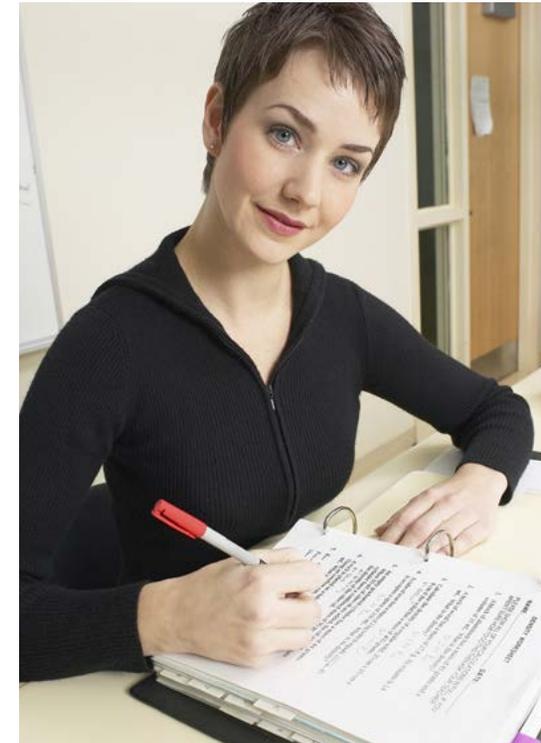
All hiring managers must contact Human Resources before any recruitment efforts are initiated.

To protect the privacy of candidates and to preserve the integrity of the recruiting process, all search committee members or hiring managers are required to maintain confidentiality throughout and after the

conclusion of the recruitment process. Confidential information includes matters discovered or discussed during the recruiting process. All information relating to the search may only be discussed with other search committee members, Human Resources or administrators in the chain of command of the hiring department. Employees who violate this requirement for confidentiality will be subject to corrective or disciplinary action.

In order to monitor compliance with and the effectiveness of this policy, a member of the Human Resources department may be invited to or elect to be present at any stage of the recruitment process.

7/1/2013



Beginning Employment

To facilitate the appointment and timely receipt of wages earned by a new employee, the following documents must be submitted to the Office of Human Resources on or before the first work day:

- Application for Employment
- Employment Action Notice
- W-4 and I-9
- Background Check Consent Form

St. Edward's does not enter into employment contracts without the express approval of the President or the Board of Trustees.

Prior Service Credit

In order to recognize the value of prior St. Edward's University employment, the university will credit prior eligible SEU service for the purposes of benefits and salary. All regular employees are eligible for prior service credit.

All identifiable prior SEU regular employment will be used to determine the total number of months of prior service. A partial month will count as one full month's credit. Regular employment is generally defined as an appointment one-half time or greater for 6 months or longer.

By definition, temporary appointments are non-regular employment and, as such, are ineligible for prior service credit. However, should the employment of a temporary employee extend to more than 6 months without a break in service, each otherwise benefits-eligible month becomes "regular" service and is counted for prior service credit.

Prior Service Credit will impact eligibility for benefits and salary where length of service is a factor. This may include such things as eligibility for the retirement plan, long term disability, annual leave accrual rates, annual salary adjustments, service recognition awards, etc.

An employee beginning service with prior service credit of one year or more may accrue annual leave at the higher rate of 10 hours a month, however, annual leave hours may not be used in the first 6 months of employment.

Eligible verified service will be calculated in full month increments and an adjusted employment date determined. This adjusted date will be used when appropriate.

Note: Because of laws regarding retirement plans and contractual practices or insurance premium due dates, new employees who request a records search after their first month of reemployment may have a delayed effective date on adjusted benefits.

7/1/2013

Background Check Policy and Procedure

A check of a candidate's background is intended to serve as an important part of the selection process when hiring new employees and retaining employees. Background checks may also be required for current employees and student-workers whose jobs are defined as "security sensitive" (see definition in this section).

A background check is conducted to promote a safe work environment and to protect our university's most important assets: the people we serve and the people with whom we serve. It assists hiring managers in making prudent employment decisions based upon more comprehensive job-related information, and because the background check may be updated periodically, it also assists the university in maintaining a high-quality workforce.

Prior to employment, the candidate must complete a satisfactory background check. A satisfactory background check is defined as the absence of a criminal history record which bears a significant relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

Employees Subject to Background Checks

Employees subject to *pre-employment* and *concurrent with employment* background checks include the following:

1. Regular (benefits-eligible) faculty and staff, adjunct faculty, tutors, and staff psychologists;
2. All current and future employees in security-sensitive positions including part-time, temporary and student workers, and casual labor;
3. Regular (benefits-eligible) faculty and staff, adjunct faculty, tutors, and staff psychologists who are returning to employment after more than a twelve-month break in service; and
4. Employees who are changing status from non-regular to regular employment (non benefits-eligible to benefits-eligible).

Security-sensitive Positions

Vice presidents are responsible for determining which positions in their areas should be designated as security-sensitive based on the responsibilities of those positions. The criteria to be considered include, but are not limited to, whether the employee's responsibilities provide for:

1. Key or card access to university-owned residential facilities; or
2. Direct responsibility for the oversight, care, safety and security of non-enrolled minors.

When hiring officials contact Human Resources about filling a security-sensitive position, they must identify the job as such so the job opening can be correctly announced. Hiring officials must also notify Human Resources when changing a current non-security sensitive position to one that is security sensitive. Under no circumstances, may a candidate or current employee begin work in a security-sensitive position prior to the completion of the background check.

Recordkeeping

Copies of background check consent forms will be maintained in Human Resources and background reports will be maintained in a secure data base.

Job Postings/Recruitments

All recruitment information (job posting, flyers, external advertising) must state that employment is contingent upon obtaining and maintaining a satisfactory background check.

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Background Check Policy and Procedure (continued)

Dispute Information

If an employee disputes the accuracy of any information obtained in a background check (including criminal records) he/she should be referred to the agency that provided the information. Such dispute will not necessarily impact the hiring process. A candidate or current employee disputing the accuracy of information will have five (5) business days to conclusively demonstrate the inaccuracy of the information obtained in a background check, after which time an employment decision may be made.



Procedure

To be considered for employment, all prospective employees must complete and submit two documents: the (staff or faculty) [Application for Employment](#) and the [Background Check Consent Form](#).

All job offers must be made “contingent upon successful completion of a background check.”

Current employees transferring to security-sensitive positions must complete and submit the [Background Check Consent Form](#) and the appropriate (staff or faculty) [Application for Employment](#), if one is not currently on file in Human Resources. Continued employment is contingent upon successful completion of a background check.

After the background check is successfully completed, generally three to five working days, HR will notify the hiring official. On those rare occasions when the background check reveals information that bears a demonstrable negative relationship to the employee’s suitability to perform the required

duties and responsibilities of his/her current position, HR will provide guidance and a recommendation to the supervisor and appropriate vice president.

Subsequent Criminal Convictions

In the event that an employee subject to this policy receives a criminal conviction after successful completion of the initial background check, that employee may inform the Office of Human Resources in order to determine whether or not the conviction is relevant to his/her job under this policy. If the conviction is not relevant, no adverse action will be taken. If the conviction is relevant, employment may be terminated or the employee may resign. In either case, the employee will receive his/her accrued, unused annual leave. Employees who fail to notify Human Resources about a “subsequent criminal conviction” that proves to be relevant to their job, will be terminated for cause and will forfeit eligibility to receive payment for his/her accrued, unused annual leave.

7/1/2013

Nepotism

Philosophy

In the appointment of its faculty and staff, the university seeks those persons most qualified to fulfill the institution's vision, mission and strategic objectives. An applicant's qualifications and suitability prevail and shall be the deciding factor in the selection and appointment of successful candidates. Accordingly, members of the same family may be selected for positions within the university when it has been determined that they are the most qualified candidates for the positions, subject to compliance with university guidelines, review of appointments and resolution of conflicts.*

Policy

The university permits the employment of relatives provided that no relative participates in making recommendations or decisions affecting the appointment, retention, tenure, work assignments, promotion, demotion, salary, or working conditions of the other. Even when employees have no part in making recommendations or decisions affecting their relatives, employees, spouses, significant others and children working in the same department are strongly discouraged. Written descriptions of how these relationships will not conflict or be perceived negatively by others must be provided by the supervisor/director to the appropriate vice president for review and approval.

Definitions

Relatives include the employee's spouse or significant other, the spouse's parents, step-parents, children, siblings and their spouses, and the employee's parents, step-parents, children, siblings, grandparents, aunts, uncles, first cousins, nephews, nieces, grandchildren, and their spouses. This nepotism policy also applies to include roommates and other persons with whom the employee may have economic and emotional ties.

Action

Employees must inform supervisors and both must inform Human Resources of potential or existing situations concerning employment of a family member. As long as there are no problems or conflicts, existing situations may continue.

Policy Violations

Employees or supervisors who fail to report potential or existing situations concerning employment of a family member or supervisors who fail to prepare the appropriate supporting records or allow an inappropriate situation to continue will be subject to corrective action ranging from censure to termination of employment, depending upon the severity of the offense.

***Note:** With the exception of student workers in unrelated work areas, because of the nature and sensitivity of duties involved and potential conflicts of interest, the university will not employ relatives of employees in Human Resources, the University Police Department or Accounts Payable. Additionally, relatives of vice presidents or associate vice presidents may not be employed within the division in which that vice president works or oversees. Relatives of the President may not be employed within the university.

7/1/2013

Employee Status

The Fair Labor Standards Act (FLSA) provides guidelines to determine whether a position is to be classified as exempt or non-exempt. Non-exempt positions are covered by the overtime provisions of this Act. Service/support, office/clerical, secretarial, technical, and trade/craft positions are generally classified as non-exempt. Positions which are managerial, administrative, or professional are generally classified as exempt from the overtime provisions of the Act. Additionally, although paid leave (annual and sick) is earned and used on an hourly basis, exempt employees are subject to salary reductions for absences not covered by paid leave only when such absences are for a full day.

No employee is permitted to take time off in lieu of overtime pay or as compensation for extra time worked in an exempt position.

St. Edward's employees' compensation is computed in one of three ways as outlined below. The method selected is based on an employee's position, status under the Fair Labor Standards Act, and longevity.

Salaried Exempt Employees are those employees whose compensation is based upon an established annualized salary.

Salaried employees who work a partial month are compensated on a pro-rated basis.

Salaried Non-Exempt Employees are those employees whose compensation is based upon an established monthly salary. This wage is determined by multiplying the hourly rate times 2080 work hours per year. The resulting annual salary is then divided by 12 to produce a monthly rate. For salaried non-exempt employees who work a partial month, adjustments are made on the basis of hours worked in the partial month. Payment for overtime is based on the hourly rate.

Hourly Non-Exempt Employees are those employees whose compensation is computed upon the basis of an hourly rate. Hourly employees who work a partial month are compensated based on the number of hours worked or on approved paid leave.

Regular Employment

- **Faculty** – Faculty members who are generally appointed on an academic year contract at one-half time or greater.
- **Staff** – Exempt/non-exempt and salaried/hourly employees who are appointed one-half time or greater for 6 months or longer.

- **Faculty Associate** – Regular staff employees whose primary job duties consist of working in academic administration and teaching at least one credit-bearing course approved by the appropriate academic administrator.

Non-Regular Employment

- **Student Workers** – Employees whose jobs are contingent upon their SEU student status.
- **Non-Regular Staff** – Staff members appointed for less than 20 hours per week and/or less than 6 months.
- **Adjunct Faculty** – Faculty members who are generally appointed on a semester-to-semester and/or class-by-class basis.
- **Casual Labor** – Employees appointed for less than two months on jobs which require minimal skills and training.
- **Intern** – Employees whose jobs provide academic credit and/or are required by their degree programs.

7/1/2013

Orientation Period

The first few weeks on a new job are a period of adjustment — both for the new employee and the supervisor. For this reason, the first 90 days of a staff employee's appointment is considered an Orientation Period. At the university's discretion this period may be extended for up to an additional 90 days. This special time gives the supervisor a chance to acquaint the employee with the job duties and responsibilities and the new employee an opportunity to learn the job and demonstrate his/her skills.

7/1/2013

Official Workweek and Hours of Work

Calculating Work Time

For the purpose of calculating hours worked, compensation, overtime and overtime compensation, the official SEU workweek is from Sunday through Saturday. Absences for annual leave or sick leave do not count in determining the number of hours worked. Charges to annual or sick leave in any one workweek will be offset by hours worked that week in excess of the employee's normal schedule. Annual leave charges, then sick leave charges will be reduced by hours worked in excess of normal.

Determining Work Schedules

Employees work at such times as directed by their supervisors. The established hours of full-time employees are generally 40 hours per week. For most Regular full-time employees, this is 8 hours per business day; however, other schedules that better serve the needs of the institution may also be adopted. At the supervisor's discretion, some work units may take periodic paid rest breaks. Such breaks may not exceed 15 minutes in length or 2 in an eight-hour shift (1 for a four-hour shift). Paid rest breaks cannot be accumulated for use at a later date nor used to shorten the regular workday. In all instances, the utilization of rest breaks is subject to the workload demands of the organizational unit.

7/1/2013

Employee Records

Personnel Files

Employee Records are maintained in the Office of Human Resources and are the property of the university.

Employees may review the contents of their personnel files by scheduling an appointment with their Human Resources Generalist. If desired, employees may make written comments to be placed in their file to supplement existing information. No documents may be removed from the file, although employees may request copies of documents.

Updating Information

Employees are responsible for ensuring that their contact information is updated. Home addresses, telephone numbers and campus location, mailbox and telephone number may be updated on EdWeb. Contact information for the various benefit vendors are also available so that employees may notify them of changes as well.

Employees should notify their Human Resources Generalist or the Office of Human Resources of any changes that may affect their status, e.g., name changes, marital status, and beneficiary elections.

Changes in withholding exemptions may be made by completing a new W-4, which may be found on the HR web site.

7/1/2013

Technology Resources

St. Edward's University is a private institution fully committed to the ideals of academic freedom, freedom of expression and multicultural diversity. St. Edward's provides access to distributed and local networked resources as a service to the campus community. All employees must comply with the [Technology and Information Policy](#). While every effort is made to respect the privacy of employees, it must be noted that the computers, software, files, etc. are property of the university and may be accessed by authorized staff at the university at any time. Employees misusing the system are subject to corrective action and may be subject to criminal or civil penalties under the Computer Fraud and Abuse Act.

7/1/2013



Staff Employees Who Teach

Philosophy

Many staff employees at St. Edward's University have talent that is or may be used more directly in teaching activities, and would like the opportunity to teach at SEU. These interests and abilities must be balanced with their primary work responsibilities and within established teaching limits that foster the breadth and depth of our academic quality. This policy describes the conditions under which staff may teach by providing conditions, general guidelines, and limits on the number of courses that can be taught, so that the staff member is successful in performing his or her primary staff work responsibilities.

Responsibility

The staff member who teaches has primary responsibility for insuring that s/he teaches within the limits of this policy and getting advanced written approval for any exceptions.



Policy

With the knowledge and support of their immediate supervisor, regular, exempt staff may be considered for teaching one class per semester outside of their primary work responsibilities. If exempt staff teaches, they must first and foremost fulfill their everyday work responsibilities and its schedule. Exempt staff cannot use their teaching responsibilities as a reason for not meeting their primary job duties. Performance evaluation of the primary job will not include the teaching performed by the staff person, unless such teaching interferes with the performance on the primary job.

Because of statutory overtime issues, non-exempt staff members are not permitted to teach in addition to their usual job duties. Exempt staff members are only allowed to accept a teaching assignment outside of their regular work schedule. Any exceptions to these policies require the review and approval of the staff member's supervisor and vice president.

Compensation for adjunct teaching can be in addition to the salary paid for the exempt staff person's regular position, but must be in line with the normal part-time instructor payment for courses in the program in which the person will be teaching. The staff member's supervisor and vice president must permit the teaching assignment and the Office of the Vice President of Academic Affairs must approve the teaching appointment and compensation level. The Exempt Staff Teaching Form is in the Office of Academic Affairs.

The staff employee's vice president must approve any exceptions to this policy.

7/1/2013

Separation of Employment

St. Edward's University believes that an academic institution like ours can achieve excellence only when both parties - the university and the employee - are satisfied with the employment relationship. If either becomes dissatisfied with the relationship at any time for any reason, that party is free to terminate the relationship at will.

Regardless of the reason the employee separates service, his/her employment will generally end on his/her last day worked. Any wages due for time worked will be included in the final payment. Eligible benefits will continue through the end of the month in which the employee receives pay. All other separation issues will be handled in accordance with the method and reason for separation as described below or in the Final Pay Policy in this handbook.

Resignation

To provide for a smooth transition and continuity of service, the university requests all employees voluntarily separating employment to provide ten working days' notice, in writing, of their intent. Regular employees with more than six months of employment who provide such notice receive payment for accrued

annual leave. At the university's option, employees giving the required notice may be given pay in lieu of time worked.

An employee voluntarily separating service at the end of a less than 12 month appointment but who is being paid over 12 months will continue to be paid through the 12 month period.

Discharge

Although the university may, at its sole discretion, terminate any staff, as a matter of practice a manager/supervisor will generally attempt to counsel an employee regarding performance, conduct, or any other behaviors that may need improvement. All discharges require consultation with the Director of Human Resources and prior approval of the appropriate Administrative Officer.

Layoff

The university attempts to provide stable employment to all regular staff employees, although from time to time, situations may require a reduction or reorganization of the workforce. The university reserves the right to layoff or reassign employees to meet operational needs.

Job Abandonment

Employees who fail to report to work without properly contacting their supervisor for two consecutive workdays will be deemed to have voluntarily resigned their employment. Employment will end on their last day worked.

Retirement

Retirement eligible employees who voluntarily separate service must provide ten working days' notice in writing of their intent. At the university's option, employees giving the required notice may be given pay in lieu of time worked.

Reference Checking

In the absence of a written release from the former employee and a written request from the prospective employer, the Office of Human Resources will provide only dates of employment and job title. Supervisors and others contacted as references must refer all such calls to Human Resources. Failure to abide by this policy could result in substantial problems for the university and the person providing the information, even when the information provided is positive.

7/1/2013

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Job Duties and Responsibilities

Employees may be asked to perform additional duties not limited to the usual and customary duties of the position. The university may establish and change goals, responsibilities and duties for any position at any time, with or without advance notice, in order to respond to organizational needs.

7/1/2013



Performance Management

Purpose

The purpose of this policy is to describe the methods, timing, and principles of performance management at St. Edward's University. In addition, each individual who supervises employees and is responsible for their performance shall be held accountable for carrying out these responsibilities in accordance with this policy.

Philosophy

St. Edward's University strives to promote excellence in all aspects of its stated mission. Employee job performance is very important. The philosophy on which the performance management process is built recognizes the following as the most important features of the program:

- Performance management and planning is a two-way process, involving both employees and managers.
- Employee performance is assessed on objective, job-related criteria, developed and understood in advance by both the manager and employee.
- Job performance evaluation is based on observable job behaviors rather than personality or attitudinal factors.
- Setting objectives for future performance and growth is as important as evaluating past performance.

Objectives

The objectives of the Performance Management program are:

- To let the employee know how s/he is doing on the job.
- To encourage communication of both the employee's and the university's expectations and goals and to align those goals.

continued on next page

Performance Management (continued)

- To recognize the employee's contribution to the success of the organization.
- To build stronger performance in both employees and supervisors.
- To help determine promotions, transfers, and other personnel actions.
- To provide a consistent, objective, and fair means of making pay adjustments.
- To be a tool for counseling and career planning.
- To build a permanent record of performance.

Performance Enhancement Program (PEP)

The Performance Enhancement Program is an annual process of feedback and communication between an employee and his/her supervisor designed to establish goals, align with the university's strategic priorities, review the employee's progress and evaluate performance.

Schedule: Performance discussions should take place at the end of the employee's orientation period (usually 90 days) and each year during the annual PEP season (normally between April 1 and July 31). New or recently promoted employees must have completed their orientation period in order to be included in the annual evaluation. Completed evaluations must be submitted to the Office of Human Resources no later than August 15 each year in order for the employee to be eligible for an annual pay increase if such increases are approved.

Evaluation Procedure: The employee will complete the Annual Report of Activities and submit to their supervisor. The supervisor will then complete the Goals and Evaluation Form, which evaluates the accomplishment of last year's goals, establishes new goals for the upcoming year, evaluates the Operating Principles in Action and provides comments. The supervisor's supervisor must review the completed Goals and Evaluation form prior to meeting with the employee.

The supervisor and employee will then meet to discuss the evaluation form and to finalize goals. The employee may add his/her comments to the form. The completed and signed form is then forwarded to the supervisor's supervisor for final review and approval.

Performance Improvement Plan (PIP)

A performance improvement plan (PIP) is designed to facilitate discussion between an employee and his/her supervisor regarding work performance that needs to be improved. The PIP is implemented at the discretion of the supervisor when it becomes necessary to outline activities and create an action plan to assist the employee in attaining the desired level of performance.

A performance improvement plan is required any time an employee receives three or more "Needs Improvement" scores on their annual evaluation.

7/1/2013

Corrective Action

It is not the intention of St. Edward's to restrict the privileges of any employee by listing guidelines for conduct. However, all employees are expected to meet certain standards for work performance, attendance and personal conduct.

Disciplinary action is to be considered primarily preventive or corrective. It is the policy of the university to administer equitable and consistent discipline for unsatisfactory conduct and/or poor work performance in a prompt and impartial manner. This means that the organization will attempt to give employees advance notice of problems in order to provide them an opportunity to correct them. This approach allows the university to take appropriate action based on the seriousness of the situation and the surrounding circumstances. Serious or repeat offenses, however, may result in immediate termination.

Discipline may take the form of a verbal warning, one or more written warnings, a performance appraisal indicating unsatisfactory performance in one or more areas, a performance improvement plan, suspension or termination. The form utilized will depend upon the nature and seriousness of the behavior.

Under all circumstances, prior approval of a disciplinary termination must be made by an appropriate Administrative Officer in consultation with the Office of Human Resources.

Causes for Corrective Action

Causes for corrective action include, but are not limited to, the following:

Poor Work

Includes incompetent, inefficient, inaccurate, careless, unsafe work practices; neglect of job; or insufficient quantity of work which is carefully substantiated or documented over a reasonable period of time.

Misconduct

Includes a variety of actions including, but not limited to damage or misuse of university property or data; software licensing and other violations of the university's [Technology and Information Policy](#) and [Social Media Policy](#); intoxication; possession or use of illegal drugs or controlled substances; possession or use of weapons, including handguns, rifles, knives other than pocket knives, etc.; dishonesty; gambling; theft; leaving the job without permission; fighting; falsification of timesheets, employment application, or other records or documents; secret workplace recordings; sexual harassment; or any action detrimental to job performance, a harmonious and cooperative workplace, or that interferes with the work of others.

Insubordination

Includes refusal to comply with the instructions or directions of the supervisor or other designated representative of management or adhere to published regulations.

Absenteeism

Includes violation of stated policies and procedures relating to attendance and tardiness, leaving the job without permission, extended lunch or coffee breaks.

Lack of Responsibility, Dependability, Judgment, or Cooperation

Includes failure to demonstrate the following behaviors:

1. Responsibility — Ability to adapt to new ideas, improve own methods, take care of equipment, and assume tasks independently.
2. Dependability — Sense of duty to job and work unit; general reliability.
3. Judgment — Ability to analyze problems, reach solid conclusions, use initiative and productive imagination.
4. Cooperation — Ability to work for or with others, accept discipline, and conform to policies of management; willingness to help others.

7/1/2013

Complaint Resolution

Consistent with the Open Door Policy, an employee with problems or concerns should discuss them with his/her immediate supervisor. If the employee does not feel comfortable with the process outlined in the Open Door Policy or if the employee has utilized this process and is not satisfied with the resolution, the employee may file a formal complaint. This written complaint should clearly outline the problem and what the employee thinks would be a possible solution.

The written complaint should be submitted to the Director of Human Resources in a timely fashion. After reviewing the complaint with appropriate personnel, the Director of Human Resources will offer a resolution. If the employee is not satisfied with the response, s/he may appeal the resolution to the appropriate vice president. In all circumstances the vice president's decision is final. Employees have additional rights under federal law to seek redress in the event of perceived discrimination.

7/1/2013

Drug and Alcohol Free Workplace

St. Edward's University is committed to providing a safe and drug-free work environment. The abuse of drugs is inconsistent with the university's mission and will not be tolerated in the workplace. At the same time the university stands ready to help the employee who is willing to seek counseling and rehabilitative therapy. The following policy and procedures are consistent with this philosophy and with the Drug-Free Workplace Act of 1988 (DFWA).

Definition

For the purposes of the policy, the term "drugs" is defined as illegally obtained drugs and narcotics. Alcoholic beverages and prescription drugs are included when abused (used illegally or in an unauthorized or un-prescribed manner). Additionally, over-the-counter or prescription drugs which may impair an employee's ability to perform his/her job are covered under this policy.

Policy

St. Edward's University explicitly prohibits:

- The unlawful manufacture, distribution, dispensation, possession, or use of narcotics or other illegally obtained drugs in the workplace or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol while at work or in an "on call" status.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the university, or while on university business. "Prohibited substances" include illegally obtained drugs, alcohol, or prescription drugs not taken as prescribed.

Violations of this policy will result in corrective action, which, at the university's discretion and depending upon the seriousness of the violation, may range from required participation and successful completion in a rehabilitation program to termination of employment.

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Drug and Alcohol Free Workplace (continued)

Drug Testing

Any employee involved in an on-the-job accident or injury that results in outside medical attention may be asked to submit to a drug and/or alcohol test.

Employee-Initiated Assistance

An employee experiencing problems resulting from drug abuse or dependency is encouraged to seek information on resources and referral from his/her supervisor, the Office of Human Resources, or the Employee Assistance Program at (800) 343-3822. Such requests for assistance will remain confidential and will not influence performance appraisals. Job performance alone is the basis of all performance evaluations.

Employer-Initiated Assistance

An employee demonstrating unusual behavior, deteriorating performance, an increasing or questionable pattern of absenteeism, etc., may be referred for outside evaluation and/or drug test at the university's expense. If drug abuse or dependency is not indicated, the employee may return to work with a health care provider's release indicating any work restrictions (not drug or alcohol related). Any

concerns that were the cause for initiating the evaluation will then be handled in accordance with standard university practice.

If abuse or dependency of drugs or alcohol is indicated, the employee must cooperate with the treating health care provider's prescribed rehabilitation program. Such cooperation is a condition of continued employment. Cooperation includes:

1. Signing a release giving the employer permission to confer with health care providers (relevant to the concern);
2. Substantial compliance with all aspects of the prescribed rehabilitation program (good faith effort); and
3. Becoming and remaining drug/alcohol free.

If applicable, performance, attendance, tardiness and behavior issues will be handled in accordance with the Employee Handbook and standard university practice.

Sanctions

An employee who refuses to cooperate with the evaluation, drug test and/or a prescribed rehabilitation program will be subject to corrective action, up to and including termination.

Workplace Criminal Drug Convictions

In accordance with the Drug-Free Workplace Act (DFWA) of 1988, employees convicted of any criminal drug violation occurring in the workplace who notify the Office of Human Resources within five days of conviction, and who are not incarcerated or are permitted to work under a work release program will be required, as a condition of continued employment with the university, to participate in a drug abuse assistance or rehabilitation program to be undertaken at the expense of the employee. The satisfactory participation in the drug abuse assistance or rehabilitation program includes cooperating with the treating health care provider's prescribed rehabilitation program as set forth above in the Employer-Initiated Assistance provision of this policy. Employees who choose to participate in a drug abuse assistance or rehabilitation program will be granted a leave of absence, without pay, for the period necessary to complete the program and, upon satisfactory completion, will be returned to the same or similar job that the employee occupied before the conviction. Rehabilitation is only offered for an employee's first conviction. A subsequent conviction will result in termination of employment with the university.

7/1/2013

Statement Against Intolerance

Background

The missions of Holy Cross and St. Edward's University, the Operating Principles of the university, and this "Statement Against Intolerance" have all been shaped by the social teaching of the Catholic Church. The principles of Catholic social teaching are a call to participate in the creation of a more just and humane world for all people. Because of these values, St. Edward's University is committed to ensuring and protecting personal and cultural diversity, affirming tolerance, and promoting social justice through recognizing the dignity and worth of each person. The university is committed to a policy of tolerance and is opposed, in both philosophy and practice, to the oppression of diversity by individuals, groups, or the institutional abuse of power.

Definition

Intolerance refers to an attitude, feeling, or belief wherein an individual shows contempt for other individuals or groups based on arbitrarily selected characteristics.

Purpose

St. Edward's University is committed to creating an educational and work environment that is free from intolerance directed against individuals or groups. St. Edward's will not accept ignorance, humor, anger, or substance abuse as an excuse, reason, or rationale for intolerance. St. Edward's believes that all members of the community are individually and collectively responsible for their behavior and should be held accountable for their actions.

Complaints

Any employee who believes s/he is the victim of intolerance is encouraged to follow the guidelines described in the [Open Door Policy](#) or the [Complaint Resolution Policy](#) in the [Employee Handbook](#).

Sanctions

Individuals who by their words or actions fail to support the university's commitment to a campus free from intolerance will be subject to corrective action and may jeopardize their continued affiliation with the university.

Expression of Opinion

Institutions of higher education are established for the common good and not to further the interests of the individual or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research. This policy applies to direct attacks on individuals or groups and does not apply to the free exchange of ideas in keeping with the principle of academic freedom. Nor does this policy extend benefits beyond those provided under other university policies.

7/1/2013

Sexual Harassment

Sexual harassment is any unwelcome direct or indirect verbal or physical conduct that is made a condition of employment, is a basis for employment decisions, or creates an offensive work atmosphere that inhibits work performance. Such behavior at St. Edward's University is not acceptable and will not be tolerated. It is important that employees be allowed to work in an environment free from this type of objectionable behavior.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following: the victim as well as the harasser may be a woman or a man; the victim does not have to be of the opposite sex; the harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or a non-employee such as a vendor or customer; the victim does not have to be the person harassed but could be anyone affected by the offensive conduct; and unlawful sexual harassment may occur without economic injury to or discharge of the victim.

Examples of behaviors prohibited under this policy include, but are not limited to (1) physical assaults or other physical conduct of a sexual nature, including unwanted touching; (2) unwanted sexual advances, propositions, other sexual comments, or stalking; (3) displays or publications of a sexual nature anywhere in the workplace; or (4) retaliatory action taken against an employee for making a sexual harassment complaint.

Any employee who, in good faith, believes that s/he has been subjected to sexual harassment should report the incident promptly to the Director of Human Resources or to one of the Administrative



Officers. Any allegations of sex based discrimination or sexual harassment may also be directed to the attention of the Title IX Coordinator. It is the employee's responsibility to bring complaints to the attention of the appropriate administrators, so they may be resolved.

In the event that any employee wants to file a formal complaint, s/he may submit the complaint in a written statement to the Director of Human Resources or an Administrative Officer. The written statement should be dated and include a description of the situation and inappropriate behavior, the name of the person being accused, the date of the occurrence, and the signature of the person who is making the complaint. To the greatest extent possible, confidentiality will be maintained.

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Sexual Harassment *(continued)*

The Director of Human Resources will coordinate a fair and equitable investigation of the formal complaint. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the complaint, and the context in which the alleged conduct or incident occurred will be considered. If it is determined that sexual harassment did occur, appropriate preventative and corrective action will be taken by the appropriate Administrative Officer, consistent with the degree of seriousness of the harassment; however, the Administrative Officer or the Director of Human Resources will not be involved in the investigation or decision if the complaint is against that administrator. At the conclusion of the investigation, a written response will be issued by the Human Resources Director detailing the findings.

Administrative decisions made regarding sexual harassment complaints may be appealed in writing to the appropriate vice president by either the person making the complaint or by the person against whom the complaint is being made. The complaint resolution process is typically completed within 60 days.

Title IX Coordinator

The University is committed to adhering to the principles and guidelines outlined in Title IX of the Education Amendments of 1972 which states, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

The University’s Title IX Coordinator is the Associate Vice President for Student Affairs/Dean of Students. The Title IX Coordinator has responsibility for overseeing all Title IX compliance, including complaints of sexual misconduct. All instances of sexual misconduct should be reported to the Title IX Coordinator or Deputy Coordinator.

Title IX Coordinator:

Associate Vice President for Student Affairs/Dean of Students

Deputy Title IX Coordinators:

Associate Director of Human Resources

Associate Director of Athletics

Complaints involving students should be reported to the Title IX Coordinator. Complaints involving faculty or staff should be reported to the Deputy Title IX Coordinator in the Office of Human Resources.

Sexually harassing behavior is a serious matter. Filing a complaint against someone for such inappropriate behavior is equally serious. All St. Edward’s University’s directors, managers, supervisors, deans and others in authority have the responsibility to remedy discriminatory harassment. The university’s objective in these situations is to resolve the matter with care and concern for the best interests of the person filing the complaint, the person against whom the complaint is filed, and the university as a whole.

All University employees are required to successfully complete sexual harassment training at the time of their employment and at periodic intervals thereafter.

1/1/2014

Conflict of Interest – Consensual Relationship

Philosophy

St. Edward's University promotes excellence in teaching and learning in an environment which encompasses the campus classroom, student life programs, and the broader community. As articulated in our Mission Statement, our belief in the dignity of each human person is the heart of our Catholic character as expressed in our educational and human resource philosophy. Considering the trust accorded a faculty or staff member by a student and a supervisor by a supervisee, the university's faculty and staff members recognize that they are expected to make decisions regarding their relationships with students and supervisees which will promote this atmosphere of mutual trust and avoid both conflict of interest and the appearance of conflict of interest.

Care must be exercised to ensure that personal relationships do not result in situations that might interfere with objective judgment. Faculty and others in positions of authority are accorded a great amount of respect and exercise power in giving feedback, recommendations, grades, etc. Because of this, a student's actual freedom of choice may be greatly diminished should

a request for a romantic relationship be made. Should the request come from the student, the employee's freedom of choice may also be diminished for fear of a charge of sexual harassment. Therefore, employees are cautioned that a romantic relationship with a student has the significant potential of interfering with a student's ability to learn and inquire freely, and could create unwanted consequences for the employee, even though the relationship appears to be consensual. The same caution is offered for relationships involving supervisors and those whom they supervise.

The inherent power differential between persons in positions of authority, and students, especially students in the traditional undergraduate school, is of special concern. Because of the unique susceptibility of these young men and women, employees who are in positions of authority are under a special obligation to preserve the integrity of their relationships in situations involving traditional-aged college students. Moreover, traditional-aged college students may not be developmentally (cognitively and emotionally) prepared to make decisions regarding romantic relationships where there is potential for unforeseen consequences.

Definitions

1. **Conflict of interest** –
 - when faculty or others in a position of authority have a romantic relationship with a traditional undergraduate student, or
 - when any St. Edward's University employee has a romantic or outside relationship with any student or employee with whom an evaluative relationship exists.
2. **Positions of authority** include all employees in the following types of jobs even when employees in these jobs are also taking classes
 - **Faculty** – includes contracted and adjunct faculty
 - **Campus leadership** – includes president, assistants to the president, all vice presidents, associate provost, department directors, associate directors, department managers, cost center managers, all deans, faculty associates

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Conflict of Interest – Consensual Relationship (continued)

- **Counselors, Coaches and Advisors**
– includes academic counselors, academic advisors, tutors, career counselors, campus ministers, financial aid counselors and others with similar levels of responsibility
 - **All staff employees within the division of Student Affairs**
 - **All commissioned peace officers or candidates within the University Police Department**
3. **Outside relationship** – any relationship outside the university educational context that might create a conflict of interest, including but not limited to roommates, tenant-landlord, and vendor-client.
 4. **Evaluative relationship** – includes relationships such as supervisor/supervisee, counselor/client, advisor/advisee, teacher/student in teacher's class, coach & assistant coach/athlete, residence hall director/resident and others with a similar level of responsibility and scope.
 5. **Romantic relationship** – any consensual romantic or sexual relationship of any type, including a domestic partnership or marriage. (Note: Non-consensual relationships are covered by the university's Sexual Harassment Policy).
 6. **Recent romantic/outside relationship** – one which is ongoing or has been in existence at any time within the six (6) months immediately preceding the assignment of the student or supervisee to the faculty or staff member or within six (6) months prior to this policy going into effect.
 7. **A currently enrolled student** is any student who is registered for the current semester. Undergraduate students are considered to be currently enrolled if they were in attendance during the immediately preceding spring semester.
 8. **Appropriate Administrative Officer** refers to the most senior administrator (vice president or president) heading the division in which the employee about whom a decision is being made is employed.

Policy

1. Employees who are in positions of authority are prohibited from having a romantic relationship with any student to whom they are not married who is currently enrolled in the traditional undergraduate school.
2. All employees (excluding those on the student payroll) are prohibited from having a romantic or outside relationship or permitting one to develop with any student who is enrolled in that person's class or is subject to that person's evaluation, even when both parties appear to have consented to the relationship.
3. All employees are prohibited from having a romantic or outside relationship or permitting one to develop with any other employee who is subject to that person's supervision, directly or indirectly, even when both parties appear to have consented to the relationship.
4. Romantic relationships between any employee and any student are strongly discouraged, even if not expressly prohibited by this policy.

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Conflict of Interest – Consensual Relationship (continued)

5. The university recognizes that consensual romantic and other outside relationships may exist prior to the time an evaluative relationship begins. When an employee has a recent romantic or outside relationship with a student or supervisee, the following guidelines will be followed:
- The employee in an evaluative role must report the relationship to his/her school dean or manager so that the student or supervisee can be reassigned if at all possible.
 - If it is not possible to reassign the student or supervisee, the school dean or manager will make arrangements for another appropriately qualified employee to grade, counsel, advise, evaluate work, establish salary, control working conditions and other similar responsibilities.
 - All conflicts or potential conflicts must be reported by the employee or the employee's supervisor, manager, area coordinator/department chair or dean to the appropriate administrative officer.

6. This policy is not intended to limit romantic or outside relationships among peers or colleagues; however, employees involved in such relationships are cautioned to avoid situations which may contribute to a hostile environment for other employees or students.

Policy Violations

Exceptions to any of these prohibitions (other than the reporting requirement which is absolute) will be considered by the appropriate administrative officer in conjunction with the Office of Human Resources on a limited, case-by-case basis. It is the duty of employees to consult with the appropriate administrative officer or the Office of Human Resources if there are questions about the application or effect of this policy to an existing or potential relationship in which they are or may become involved or in which employees they directly or indirectly supervise are or may become involved.

Suspected policy violations may be reported by anyone to the Director of Human Resources, Dean of Students, the Vice President for Academic Affairs or any other administrative officer. The Director of Human Resources will coordinate the investigation of the complaint in consultation with the appropriate administrative officer and either the school dean or department manager. If any of these people are included in the complaint, they will not be involved in the investigation or decision.

If charges of sexual harassment are made, compliance with this policy shall not be a defense in any proceeding under the university's Sexual Harassment Policy. If the investigation concludes that sexual harassment did occur, corrective action will be taken in accordance with the university's Sexual Harassment Policy.

If the investigation concludes that a violation of the Consensual Relationship Policy did occur, corrective action, which may include immediate termination of employment, will be taken by the appropriate administrative officer.

7/1/2013

Conflict of Interest – Staff Employees

A potential or actual conflict of interest exists when a person may benefit financially from a decision s/he could make in his/her role with the university, including indirect benefits such as to family members or businesses with which the person is closely associated, particularly if those interests or commitments are not disclosed. Although not all conflicting interests are prohibited, those that involve the person's self-gain or gain by a third party to whom the person is related or closely affiliated may serve to compromise the person's primary obligation to the university.

- No employee shall, for personal gain or for the gain of others, use any information not available to the public that was obtained as a result of service to the university (e.g., selling or divulging university phone records, etc., to outside parties).
- No employee shall solicit or accept for personal use, or for the use of others, any gift, favor, loan, gratuity, reward, promise of employment, actual employment or any other thing of monetary value that might influence or appear to influence that person's judgment or conduct regarding university business or policy.
- Employees may accept occasional unsolicited gifts or favors (e.g., business lunches, Christmas baskets, etc.) provided the gifts or favors have a cumulative market value of under \$250 or an individual market value of under \$50, are customary in the industry, and will not influence or appear to influence that person's judgment or conduct. The restrictions in this paragraph regarding a specific gift or favor may be waived, in writing, by the appropriate officer or by the Chair of the Fiduciary Committee or the Board of Trustees. Such an exemption must be in writing with a statement of the pertinent reasons for exemption.

Full and timely disclosure of potential or actual conflicts of interest will sensitize the entire university community to these issues and will promote resolution of actual conflicts. Each employee is expected to discuss with his/her supervisor any affiliation, interest or other matter that presents a real, apparent or potential conflict of interest.

Potential and Actual Conflict of Interest Disclosure

Each employee shall disclose any affiliation with any outside organization which may lead to the appearance of or actual conflict of interest as soon as s/he becomes aware of the conflict or potential conflict. Such an affiliation would ordinarily include (a) the holding of the position of officer, director, trustee, partner, employee or regularly retained agent of such organization: or (b) the expected receipt in the current or a future year of remuneration for services from such organization in excess of \$500. For example, any employee who, in the course of his/her duties for the university, has control or influence over any decision to engage in a business transaction with such an affiliated outside organization, must disclose any relationships to that organization by him/herself or a close relative prior to the transaction. Additionally, any employee whose affiliation with another organization may impinge on that employee's availability or ability to do his/her job must disclose the affiliation.

Close relatives include spouses, employee's or spouse's parents, grandparents, great grandparents, aunts and uncles, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren, great grandchildren, as well as the spouses of brothers, sisters, children, grandchildren, and great grandchildren.

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Conflict of Interest – Staff Employees *(continued)*

Immediately upon adoption of this policy, all existing employees at the director or equivalent level, and any employees hired into positions at those levels, will complete the Conflict of Interest Disclosure Form available on the HR web site and submit it to the appropriate vice president. Upon approval by the vice president, the signed form will be submitted to Human Resources.

All other employees who currently have, anticipate having, or develop an affiliation as described by this policy will complete the Conflict of Interest Disclosure Form. The completed, signed disclosure must be reviewed and signed by the employee's direct supervisor and submitted to Human Resources. The direct supervisor, in consultation with his/her supervisor (up to director, dean or equivalent level) is charged with determining if an actual conflict exists and making a determination as to any restriction that may be required, such as a prohibition from participating in deliberations and decisions related to the conflict of interest.

All employees are responsible for promptly providing notification to their supervisor, director, dean or appropriate vice president of any instances of actual or perceived conflict of interests whenever they may occur. In addition, every individual with supervisory responsibility is responsible for reporting potential or existing conflicts involving other personnel subject to this policy of which the individual may become aware. Failure to disclose any potential or existing conflict of interests will result in corrective action up to and including termination of employment.

Note: Board of Trustees, Officers and Key Employees are covered by a different Conflict of Interest Policy and must comply with its guidelines and directives. Faculty members are covered by the Conflict of Interest Policy described in the Faculty Manual.

7/1/2013

Intellectual Property

Introduction

St. Edward's is an independent Catholic university. The fundamental purposes of the university identified in the mission statement require full commitment to academic freedom. Academic freedom in its proper sense means freedom to seek the truth and to communicate that truth to others. St. Edward's is primarily a teaching university which encourages research and publication as a part of faculty development.

The policy of St. Edward's University as stated in the **Faculty Manual** corresponds to the "1940 Statement of Principles of Academic Freedom" developed by the American Association of University Professors and the Association of American Colleges.

"Institutions of higher education are conducted for the common good and not to further the interests of the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is essential to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights."

The purpose of the policy stated herein is to set forth the rights and responsibilities of the university and its personnel with regard to intellectual property.

Policy Statement Regarding Intellectual Property

A. Intellectual Property Covered by the Policy

Intellectual Property is any creation that can be copyrighted, patented, licensed or trademarked including inventions; discoveries; trade secrets; computer and audio-visual software; scientific and technological developments; artistic, scholarly, and literary productions; and publications. This policy covers Intellectual Property produced by employees of St. Edward's University where the creation of such Intellectual Property involved the use of any SEU resources, including employee time, to create the item.

B. Disclosure Requirements

1. Employees as part of their job responsibilities are required to submit to the Executive Vice President within 30 days of completing the creation of an intellectual property covered by this policy, a written statement describing that property and any relevant information pertaining to its creation. (It is presumed that the employee's school dean or immediate supervisor will have been kept informed of the project during its development.)
2. At such time as an employee believes that intellectual property subject to this Policy may have any significant commercial value, the employee is required to submit a second written report to the Executive Vice President, describing the intellectual property and potential commercial value of such intellectual property.
3. "Employee" is understood to include full and part-time faculty, administrators, staff and students of St. Edward's University.

Intellectual Property (continued)

4. Materials generated solely for the purpose of classroom instruction or for a student course assignment and not intended for commercial development or value need not be disclosed.
5. Materials generated by a part-time employee on time not committed to university employment and without the special support of the university need not be disclosed.
6. St. Edward's University does not waive, and will not be deemed to have waived, any ownership rights with respect to intellectual property which is not disclosed as required pursuant to this Policy.

C. Determination of Ownership

All rights remain with the creator of the intellectual property unless the work (1) is a work-for-hire, (2) is supported by a direct allocation of university funds or funds allocated through the university for the pursuit of a specific project, (3) is commissioned by the university, or (4) is otherwise subject to contractual obligation.

D. Rights to Use of Intellectual Property Subject to Copyright Laws

In the specific cases where St. Edward's University has made a substantial contribution to the creation of intellectual property or products, it will retain those rights that it needs in order to preserve the integrity of St. Edward's University's academic programs. In these specific cases, St. Edward's University and the creator(s) will sign a standard agreement that allocates (licenses) to St. Edward's University the ability to exercise the following rights, without obtaining permission from the copyright owner:

1. The right, on a limited, nonexclusive basis, of colleagues and students of St. Edward's University to make reproductions of the work to use in teaching, scholarship, and research at, and for, St. Edward's University,
2. The right to control whether St. Edward's University's name or logo is displayed in association with the work,
3. The right to require an appropriate acknowledgment of St. Edward's University's support of the creation of the work,
4. The right to borrow portions of the work for use in compilations or other composite works,
5. The right to reproduce the work for uses directly related to advancing the mission or maintaining the culture of St. Edward's University,
6. The right to be informed in advance of any uses, reproductions, distributions, and dispositions of the copyrighted work by the author(s); and
7. The right to duplicate the work for teaching, scholarship, and research and, on a limited basis, the right to make derivative works if the author or authors assign copyright ownership to a third party.

E. Copyright, Patent, and Licensing Interests

The university may decide to copyright, patent, or license any intellectual property for which it retains an ownership right.

1. Copyrights, patents, and licenses with regard to intellectual properties for which the creator retains sole ownership are the responsibility and right of the creator.

Intellectual Property (continued)

2. Copyright, Patent, and Licensing Interest with regard to intellectual properties for which the university retains an ownership claim will be negotiated between the university and the creator of the intellectual property.
 - a. Such negotiations will determine the proportional interests of the parties to the agreement and assign cost and income and/or royalty shares in accord with the proportional interest in the intellectual property.
 - b. If the university affirmatively elects not to assume any portion of the cost of the patent, copyright, or license, the creator may upon request be granted the right to apply in his/her own name and at his/her own expense.
 - 1) In a case where the creator assumes, with university agreement, full cost for copyrighting, patenting or licensing the intellectual property, the title and any royalties are the private property of the creator of the intellectual property.
 - 2) In such a case where the university claims ownership, but relinquished to the creator the copyright, patent or license rights and resulting title and royalties, the creator will grant to the university a royalty-free irrevocable non-exclusive license to make or use the intellectual property for its own purposes.
3. Copyright, patent and licensing arrangements with regard to intellectual properties created in the pursuit of sponsored research or consulting contracts must be negotiated with the sponsoring agency or contractor according to the terms of the grant or contract.

F. Equity and Management of a Business Related to the Development of an Intellectual Property

The university does not ordinarily own and operate businesses related to the development of intellectual property. If the university should decide to develop a business in regard to an intellectual property in which it claims an ownership interest, appropriate equity and management conditions will be negotiated with the creator of the intellectual property. The primary responsibility of the creator of the intellectual property is as an employee of the university. This responsibility must not be interfered with by any arrangement negotiated for sharing in the equity and/or participating in the management of a business related to the development of the intellectual property.

G. Institutional Review

1. The Executive Vice President will be the representative of the university in negotiations related to the review of intellectual property and the policies stated in this document.
2. In cases where the employee disputes the Executive Vice President's application of the policy, he/she may request a hearing before an ad hoc appeal committee which will include the Vice President for Financial Affairs, the Dean of the school or supervisor of the area in which the property was created, and a university employee named by the creator of the intellectual property. This ad hoc committee shall review the case and within two weeks of having received the data necessary for the review forward its recommendation to the President whose determination of the university position will be final. The President will communicate the final decision to all relevant parties.

Whistleblower Policy

Maintaining high standards of conduct and ethics is important to St. Edward University. All employees (faculty and staff), student workers, trustees, officers or key employees, are encouraged to report fraudulent or dishonest conduct (i.e., to act as a “whistleblower”) pursuant to the procedures set forth in the next section.

How to Report

Trustees should report any reasonable concern about fraudulent or dishonest use or misuse of university resources or property to the chair of the Fiduciary Committee or the chair of the Board of Trustees. Employees, student workers and other individuals should report concerns directly to the Whistleblower Hotline Phone Number (866) 996-4330.

Reports should contain enough information to substantiate the concern and allow an appropriate investigation to begin. Reports may be submitted anonymously. Appropriate action will be taken in response to reports. All reports received will be acted upon in confidence when possible given legal requirements and the need to gather facts, conduct an effective investigation, and take necessary corrective action.

Reasonable care will be taken in dealing with suspected misconduct to avoid baseless allegations, premature notice to persons suspected of misconduct, disclosure of suspected misconduct to persons not involved with the investigation and violations of a person’s rights under the law.

Whistleblower Protection

The university will use its best efforts to protect whistleblowers against retaliation. Whistleblower complaints will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and the law. Whistleblowers who believe that they have been retaliated against for reporting an activity, which that person reasonably believes to be fraudulent or dishonest, may file a written complaint about such retaliation with the Vice President of Financial Affairs, the President, the chair of the fiduciary committee or the chair of the Board of Trustees. Any complaint of retaliation, including but not limited to, threats of physical harm, loss of job, punitive work assignments, or reduced salary or wages, will be promptly investigated and corrective action taken, where allegations are substantiated. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including corrective action, in the usual scope of their duties based on valid performance-related factors, nor is it intended to preclude corrective action against individuals who report baseless allegations.

7/1/2013

Workplace Violence

The university strictly prohibits employees from behaving in a violent or threatening way. The university reserves the right to address behavior that suggests a tendency towards violence even before any violent behavior occurs.

Prohibited Conduct

Prohibited conduct by employees, consultants, or visitors on university premises or engaging in university-related activity includes but is not limited to:

- Threats of any kind;
- Intimidating, menacing, hostile, physically aggressive, or violent behavior, including stalking and surveillance;
- Behavior that suggests a tendency towards violence, including belligerent speech, excessive arguing or swearing, or a demonstrated pattern of refusal to follow university policies and procedures;
- Defacing or damaging university property;

- Bringing weapons or firearms of any kind on university premises, in university parking lots, or while conducting university business (except by law enforcement personnel or by others when stored or transported in a locked vehicle in full compliance with Section 411.2032 of the Texas Government Code); and
- Any conduct that adversely affects the university's legitimate interests and that could potentially result in violation of any laws relating to threats or violent acts.
- Displaying weapons including but not limited to such items as a knife or gun (or facsimile), hammer, or flashlight (extreme threat);
- Stalking in person or through technology or otherwise forcing undue attention on someone, whether romantic or hostile (extreme threat);
- Taking actions likely to cause bodily harm or property damage (acts of violence).

Examples of Prohibited Conduct include but are not limited to:

- Saying, "Do you want to see your next birthday?" (indirect threat);
- Writing, "Employees who kill their supervisors have the right idea." (indirect threat);
- Saying, "I'm going to punch your lights out!" (direct threat);
- Making a hitting motion, throat-cutting motion or obscene gesture (nonverbal threat);
- Saying, "I want to strangle him/her." (indirect threat);

Reporting, Investigation, Corrective Action

If you are aware of any conduct that violates this policy or of a potentially violent situation, report it immediately to the university police department, a member of management and/or the Office of Human Resources. The university will take all reports of workplace violence seriously and will investigate promptly. Discipline may be imposed on offending employees, including termination of employment. The university will not tolerate retaliation or intimidation against employees or others for reporting in good faith a threat of work-place violence or participating in the investigation of a complaint.

1/1/2014

Social Media

Philosophy

St. Edward's encourages participation in social media by university offices to strengthen our local, national and global reputation and our connection with current and future students, parents, alumni, donors, faculty, staff and other key audiences. Used responsibly, social media platforms provide an effective way to keep abreast of new trends and topics, to promote the university, to share information and perspectives, and to engage members of the St. Edward's community. This policy will not be construed or applied in a manner that improperly interferes with employees' rights under Section 7 of the National Labor Relations Act.

Definitions

Professional Involvement is defined as when an employee uses social media in a professional capacity while representing St. Edward's and in that capacity he/she must be aware of, and adhere to, the rules and guidelines required by the university.

Personal Involvement is defined as when an employee uses social media as a part of his/her personal life.

Policy for Professional Involvement

When using social media in a professional capacity, employees must:

1. Portray the values of St. Edward's University.
 - Express ideas and opinions in a respectful manner.
 - Avoid inappropriate postings that may include discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct.
 - Be sensitive about linking to third-party content.
2. User must accurately represent him/herself and the university department or organization.
 - Be open and honest about their identity and relationship to the university.
 - Establish a separate profile solely for the purpose of professional involvement.
3. Be transparent.
 - Clearly state the role and goals of professional social media sites.
 - Seek supervisory clarification about when they may respond directly to users or when approval is required.
4. Maintain consistency with the St. Edward's University brand.
 - Contact the Marketing Office for approved logos and other graphic elements that are prepared specifically for social media sites such as Facebook, Twitter and Google+.
 - Do not establish any social media presence as "St. Edward's University," which would compete with the institutional communications effort. Rather, employees should represent only their designated university office in professional social media efforts. For example, "St. Edward's University Student Life" or "St. Edward's University Alumni Association" are the appropriate alternatives for professional involvement.

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Social Media (continued)

5. Provide the Office of Information Technology with administrative access to professional Twitter, LinkedIn, and Facebook accounts to facilitate service continuity within the university.
 - Every university office or school represented on social media will have a unique username and password for its social media accounts.
 - Upon establishment of login credentials (Twitter and LinkedIn), the primary person responsible for the account should provide the username and password to the Office of Information Technology.
 - For Facebook pages, the Office of Information Technology has created an administrative profile (Edward Saints) that should be added as an inactive page admin so that no pages can be locked or misused due to inactivity or turnover.
6. Consider the public nature and longevity of comments before posting.
 - Keep in mind unintended consequences if comments are forwarded, copied and subpoenaed.
 - Remember that archival systems save information even after the poster has deleted it.
 - Contact the Marketing Office for assistance with planning posts and identifying best audiences, if necessary.
7. Maintain civility.
 - Do not initiate conflicts or display hostility.
 - Monitor emotions in order to respond to all comments with respect and dignity.
 - Correct falsehoods or misinformation with accurate information, when appropriate.
8. Be honest.
 - Verify facts before making comments.
 - Don't make unsubstantiated claims.
 - Cite and link to sources when possible.
9. Keep sites current.
 - Refresh content and post at least once per week.
 - Respond to questions.
 - Update information.
 - Monitor your social feeds and company/organization mentions.
10. Respect university time and property.
 - University computers may be used for social media by faculty and staff actively participating in a professional capacity.
 - For questions about other appropriate uses of university technology, refer to the university's [Technology and Information Policy](#).

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Social Media *(continued)*

11. Protect confidential information and relationships.
 - Do not post confidential, proprietary or controversial information about the university, its students, alumni or fellow employees.
 - Respect copyright and trademark laws. Use good judgment; follow university policies and federal requirements, such as the Family Educational Rights and Privacy Act Regulations (FERPA).
 - Remember that personal information can be used in identity theft, which can compromise university security (e.g., changing passwords to gain access).
12. Advertising on behalf of external vendors is prohibited on social media sites that represent the university.

Policy for Personal Involvement

When using social media in a personal capacity, employees must:

1. Avoid the appearance of representing the university.
2. Avoid inappropriate postings that may include discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct.
3. Not use the university's name to promote or endorse any product, cause, religion, political party, candidate or anything else on personal sites.
4. Keep clear lines between personal and professional social networking activities.
5. Remember that personal information can be used in identity theft, which can compromise university security (e.g., changing passwords to gain access), as well as employees' own security.

Policy Violations

Policy violations will be handled in accordance with standard university practice. See Corrective Action Policy.

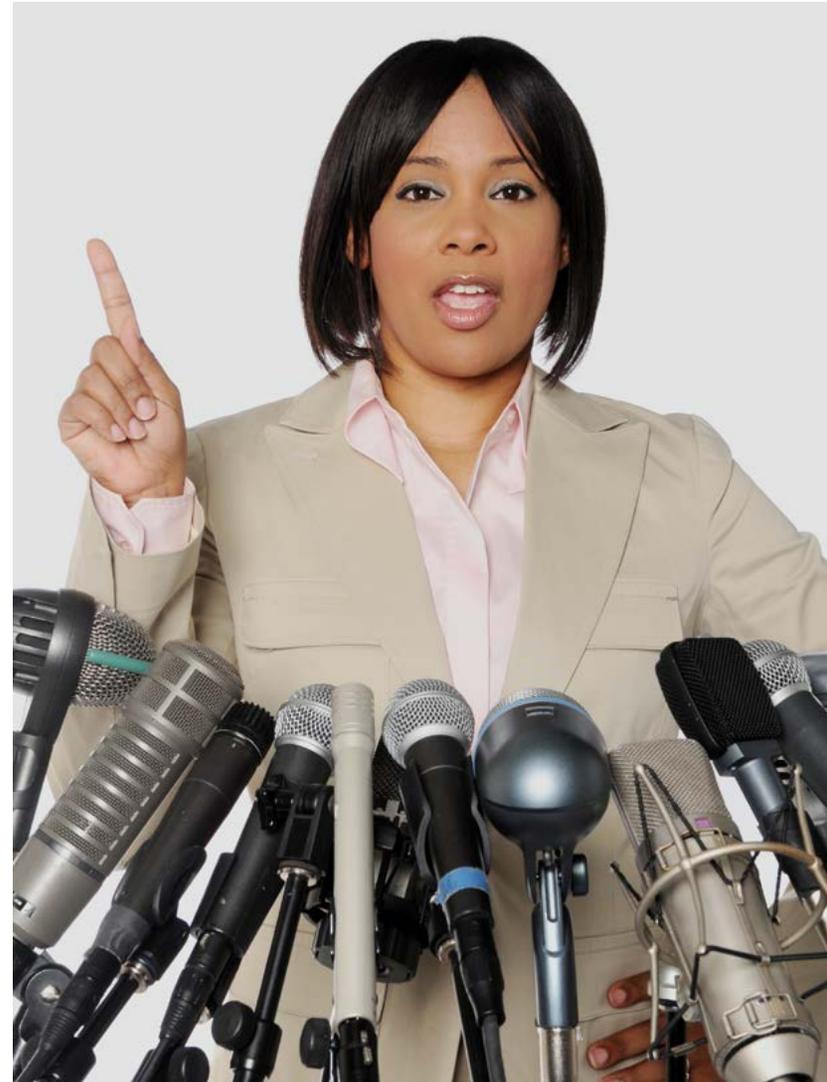
7/1/2013

Public Expression of Personal Views

When not on university premises, representing the university or using university resources, an employee's personal conduct is his or her own to regulate. It should be noted that political, personal and volunteer activities of employees must not involve St. Edward's University and must not interfere with the normal performance of duties.

Employees pursuing their own interests shall not use the university name, reputation, phone number, stationery or other resources except to the extent required or permitted by his or her job responsibilities without prior approval from the appropriate senior vice president. In the absence of the express permission of the President, no employee may speak on behalf of the university or imply that s/he speaks for the majority of university employees.

7/1/2013



Volunteerism

Volunteer Opportunities

The university recognizes the value of volunteerism both within our community and within the greater community. The university community offers volunteer opportunities which include such things as choir, committees, events, projects and immersion programs. The greater community makes available numerous volunteer opportunities which include such things as civic, youth and church groups, Meals on Wheels and disaster relief.

Potential Conflicts

From time to time conflicts may arise when volunteer opportunities clash with regular work schedules. Involvement in activities outside of regular job duties has to be weighed against the demands of the employee's primary job and staff needs within the department, regardless of the internal or external focus of these activities.

Unless the activity is determined by the supervisor and the appropriate vice president to be job-related, all such absences will be considered annual leave and must be recorded as such on the employee time sheet.

1. Activities which are determined to be job-related will be considered regular work time and should be recorded as regular hours.
2. Special care must be taken with non-exempt employees as any type of "job-related" activity may put such an employee in an overtime situation. Supervisors must consult with Human Resources prior to approving "job-related" volunteer activities for non-exempt employees.
2. If either the employee or supervisor believes that the volunteer assignment should be considered job-related, the request for consideration and explanation must be submitted in writing to the appropriate vice president for approval.
3. Non-job related assignments may be approved in accordance with the annual leave policy.
4. All approvals must be obtained prior to accepting the volunteer assignment.

Approval Procedure

In all volunteer opportunities that may impact an employee's regular work schedule or work demands, the following guidelines must be followed:

1. A written request must be submitted to the employee's supervisor describing the impact on the employee's regular work schedule, time and duration (ex: one hour, on Monday, for one month beginning April 2, 2012).

Consequences for policy/procedure violation

Employees and supervisors who fail to comply with these guidelines may be subject to corrective action.

7/1/2013



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Workplace Safety and Security

St. Edward's University is committed to providing and maintaining a healthy, safe and secure working environment; one which enhances the experience for students and allows staff in academic and service areas to work without undue risk of injury or illness. The university attempts to maintain, insofar as it is reasonably within the control of the university to do so, an environment free of unsafe conditions.

All persons who have a responsibility for the management of others are accountable for the health, safety and security standards of the work environment and for the health, safety and security of all staff, students, contractors and visitors under their control.

However, health, safety and security are shared responsibilities and all members of the university community must co-operate to ensure a high standard of health, safety and security is maintained for all people within the workplace. Specific responsibilities of all faculty and staff are directly proportional to their operational authority.

The university complies with all appropriate Federal and State legislation and expects all employees to do the same. These laws, along with supporting rules and regulations issued by the university, will provide the necessary standards under which the school will conduct its safety program.

The responsibility for the coordination of the safety program is assigned to the University Police Department. Safety questions or concerns should be directed to the University Police Chief at 512-448-8444 or 512-448-8445.

7/1/2013

Reporting Workplace Injuries

St. Edward's University places the utmost importance on employee safety and is committed to preventing illness and injury by providing a safe and healthy working environment.

Even in the safest workplaces, accidents and injuries occasionally happen. In the event that an employee sustains a work-related injury or illness, the university is also committed to providing a workplace injury program that ensures that the employee receives appropriate medical treatment, if necessary, and is returned to work as soon as they are physically capable of performing the work of their position or another available position.

Employee's Responsibilities

An employee who is faced with a life-threatening medical emergency (injury or illness that requires immediate medical care) should:

1. Go immediately to the closest emergency room or
2. Call 911 for emergency medical assistance. If the employee is unable to call, a supervisor or co-worker should do so. Alert campus police, if possible.
3. Contact the Office of Human Resources for information regarding follow-up treatment as soon as possible.

An employee who suffers a non-life threatening work-related injury or illness should:

1. Immediately report the injury or illness to their immediate supervisor, regardless of the apparent seriousness of the injury and whether or not medical attention is required. Timely reporting is critical to ensuring appropriate medical care and to providing a safe work environment.

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Reporting Workplace Injuries (continued)

Failure to report such an injury or illness by the end of the work assignment during which it occurred may result in corrective action. Failure to file a worker's compensation claim within 30 days could result in the loss of your right to obtain benefits.

2. Obtain all necessary and appropriate medical treatment. Notify the medical provider that the treatment received is a result of a work-related injury or illness.
 3. Complete and sign an **Employee's Injury Report** and the **Employee Acknowledgement Form** (from the Health Care Network Packet) and submit them to the Office of Human Resources within 24 hours (or next business day) of the injury or illness.
 4. Communicate and cooperate with the Office of Human Resources during the worker's compensation claim process.
 5. Return to work as soon as medically released to the regular position or to a modified duty position.
1. Arrange for the employee to receive necessary and appropriate medical treatment. When possible the employee should be taken to:
 - a. Concentra Medical Center, 10001 South IH-35, Suite 300, Austin, Texas 78747
(Phone 512-440-0555) Hours of operation:
M-F 8:00 am to 8:00 pm, Weekends 10:00 am to 6:00 pm.
 - b. Nova Medical Center, 2171 Woodward St., Austin, TX 78744 (Phone 512-610-3001)
Hours of operation: M-F 8:30 am to 6:00 pm.
 - c. For medical emergencies, and medical attention outside of the above-listed medical centers' posted hours, use South Austin Hospital or Brackenridge Hospital.
 2. Notify the Office of Human Resources as soon as possible, but no later than the next business day following the incident.
 3. Download the **Employee's Injury Report** and the Health Care Network Packet from the Human Resources web site and provide to the employee for completion.
 4. For all injuries/illnesses requiring outside medical attention, download and complete the **Supervisor's Investigation Report** and submit to Human Resources within 3 business days of the injury/illness.
 5. Implement corrective action as needed to reduce risk of injury and prevent future unsafe work practices.

Employees who fail to appropriately report injuries/illnesses or fail to follow safe work practices and/or use required safety equipment are subject to corrective action.

For employees who experience a work-related injury or illness requiring medical attention, a post-accident drug test may be required within 24 hours of the injury or onset of the illness.

Supervisor's Responsibilities

Upon notification of an employee's work-related injury or illness, the employee's immediate supervisor, if available, or the next available supervisor should:

7/1/2013

Open Door Policy

The Open Door Policy establishes an informal complaint resolution process. This process should be utilized prior to the filing of a formal, written complaint.

When people work together day after day, questions arise and misunderstandings may occur. When an employee has a question or a complaint about employment, it is important to both the employee and the university that the situation be made known immediately. Because the supervisor is the most direct source of information about an employee's job and the university's policies and practices, complaints are usually resolved through informal communication with the employee's immediate supervisor. If a satisfactory resolution is not reached at this level, the employee may contact the next higher supervisor. Complaints may also be brought to the Director of Human Resources who, with the assistance of the appropriate Administrative Officer, has a responsibility to resolve the situation as quickly as possible.

7/1/2013

Emergency Closure

The university makes every attempt to ensure the safety of the St. Edward's community. At times, emergencies such as severe weather, fires, power failures, or other unexpected events can disrupt university operations. In extreme cases, these circumstances may necessitate the closing of the institution. Essential personnel will be contacted as necessary, depending on the type of emergency. University offices and units which are involved in the management of emergency situations are responsible for identifying essential personnel, and for developing internal procedures and training personnel as necessary.

7/1/2013

Smoking

In accordance with the City of Austin ordinance, smoking is prohibited in all university buildings and within 15 feet of the entrances into all buildings. Changes in the ordinance may impact this policy.

7/1/2013

Expressions of Concern and Support

Policy

St. Edward's University will extend personal condolences to an employee and/or an employee's or retiree's family in the form of a plant or memorial contribution upon the death of an employee or retiree, or the employee's spouse or child/ren. The memorial contribution may be made to the SEU scholarship fund or library fund in the name of the deceased.

In the event that an employee is hospitalized for serious illness or is otherwise acutely ill, the university will extend get well wishes in the form of a plant or flowers.

Procedure

The employee's supervisor or manager will inform Human Resources of the death or illness, the form the gift should take, and any other necessary information. Human Resources will make the appropriate arrangements.

7/1/2013

Telecommuting

Philosophy

To provide better student service, reduce energy used in transportation, decrease traffic congestion, decrease the need for parking and office space, and improve the work environment, St. Edward's University (SEU) supports a limited use of telecommuting by eligible employees when appropriate. Telecommuting is only suitable for a limited number of employees and/or positions, and under no circumstances must customer (internal or external) services be adversely impacted. Participation in the university's telecommuting program is entirely at the university's discretion. No employee has a "right" to telecommute. The appropriate vice president will make the final decision about whether the employee's job is suitable for telecommuting and if telecommuting would benefit the university and its students.

Definitions

Telecommuting is defined as work and transportation alternatives that substitute home-to-work commuting with the option of working at home, at least some of the time.

Eligible Employees are generally those administrative and support staff who completed at least six months of regular employment and who routinely work a standard workday.

Process

An employee interested in telecommuting must discuss the request with his/her supervisor. A supervisor wishing to initiate a telecommuting arrangement must submit a written request to his/her vice president. This proposal must address the issues included in this policy as well as describing the specific benefits that would accrue to the university, nature of the work to be performed, method/s of supervision, quality control and oversight to be employed, plans to minimize any negative impact on office, and duration and frequency of telecommuting. Finally, such a request must include a budget outlining any expenses resulting from the proposal.

A Telecommuting Agreement can not extend beyond one year. A new Agreement must be approved by the appropriate vice president and Human Resources each year. Until a new Agreement is approved, the employee must work from campus.

The Telecommuting Agreement, available in Human Resources, must be completed by the employee and his/her supervisor, reviewed by Human Resources, and approved by the appropriate vice president.

The supervisor or appropriate vice president may terminate telecommuting at any time with reasonable notice, generally two weeks.

To ensure an effective, productive telecommuting program, the following guidelines apply to all employees engaged in telecommuting:

1. Professionalism in terms of job responsibilities, work products, and customer or public contact will continue to follow the same high standards as currently are being met by SEU employees.
2. A telecommuter's duties, obligations, and responsibilities remain unchanged.

continued on next page

Telecommuting *(continued)*

3. Telecommuters will be self-motivated, have minimal requirements for face-to-face daily supervision, and will have demonstrated conscientiousness about work time and productivity. The evaluation of employee performance will be based upon the same criteria used for employees in the university offices.
 4. The work of the telecommuter must be of a nature wherein face-to-face interaction is minimal or may be scheduled to permit telecommuting.
 5. The need for specialized material or equipment must be either minimal or flexible.
- Those considering telecommuting arrangements should be aware of the following:
1. Employee salary, benefits, worker's compensation, employment status, obligations and privileges including those policies in the Employee Handbook, and other employer insurance coverage shall not change due to telecommuting.
 2. The university assumes no responsibility for any activity, damages, or injury that is not directly associated with or resulting from the official job duties. The university specifically assumes no liability for injury to any other person, and specifically any other person who would not be in the work area if the duties were being performed at the university or standard work site.
 3. The university will not be responsible for operating costs, home maintenance, or other incidental expenses (utilities, cleaning services) associated with the use of the employee's residence or equipment.
 4. The employee is entitled to reimbursement for authorized expenses incurred while conducting business for the university, such as necessary long distance telephone calls. To receive reimbursement the telecommuting employee must submit receipts supporting the expenses within 90 days of incurrence.
 5. Because telecommuting is not a substitute for dependent care, telecommuters must make arrangements for dependent care during the agreed-upon work hours.
 6. While telecommuting, the employee must be reachable by telephone, fax, network access, and/or e-mail during agreed-upon work hours. The employee and supervisor will agree on how to handle telephone messages.
 7. The employee will protect university information from unauthorized disclosure or damage and will comply with the university's policy and procedure regarding public/official records. Computerized files are considered official records and shall be similarly protected.
 8. The employee is responsible for ensuring that telecommuting does not violate any zoning laws or restrictive covenants.

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Telecommuting (continued)

Home Office: A designated work space shall be maintained by the employee that is quiet and free of distractions. The employee is responsible for keeping the work space in a clean, professional, and safe condition, with adequate lighting and ventilation. To ensure that safe working conditions exist in the alternate work site, the university retains the right to make on-site inspections of the in-home workspace without prior notice any time during agreed-upon work hours.

Work Schedule: A consistent schedule of telecommuting work hours and days is desirable for many jobs to ensure regular and predictable contact with SEU staff and others; for some positions, more flexibility in work hours and days is feasible. Specific conditions, such as work hours, will be stated in the Telecommuting Agreement. Exceptions to the work schedule will be made when an employee's presence is required for a function or activity. If an employee is non-exempt, overtime hours for work at home must be specifically pre-approved by the telecommuter's supervisor.

Supplies and Equipment: Office supplies will be provided by SEU. Out-of-pocket expenses for supplies normally available in the office will not be reimbursed. Any arrangements for office furniture will be made between the employee and the supervisor with the approval of the appropriate vice president.

The following conditions shall apply to use of computers, software, and other university equipment:

- Usually, the employee will provide and maintain the office furniture, computer and related equipment, and the university will provide and maintain the software. Any arrangement for the university to provide equipment will be outlined in the Telecommuting Agreement.
- University equipment in the home office may not be used for personal purposes; and university-owned software shall not be duplicated.
- Employees must comply with all technology and information policies.

- A computer used for university business must be plugged into a surge protector and maintain current virus protection.
- Restricted-access materials shall not be taken out of the office or accessed through the computer unless approved in advance by the supervisor.
- Unless otherwise agreed to in writing prior to any loss, damage, or wear, SEU does not assume liability for loss, damage, or wear of employee-owned equipment.
- Employees must save all work to the university's server immediately if possible; otherwise, employees must transfer/back up all university work from home computer to SEU server no less often than weekly, immediately prior to service separation and/or within four working hours of a verbal or written request made by the employee's supervisor.

7/1/2013

Visitors in the Workplace

The university is a diverse environment of classrooms, offices, and laboratories where many different activities are performed. Visitors to the workplace are generally welcome and in some settings even encouraged. However, appropriate precautions and limitations on visitation are necessary to protect health and safety and to maintain productivity.

Personal Visitors

Because the university has an open and active campus life, there may be times when a friend or family member drops in to visit with an employee or one employee drops in to visit with a friend employed in another part of campus. Employees are expected to minimize such visits and under most circumstances limit them to authorized breaks or lunch.

Children

In general, the workplace is not an appropriate place for minor children for the following reasons:

- Children in the workplace create a potential safety concern for the department and the university;
- Children in the workplace disrupt the workplace both for the employee with the child and for others in the work unit;
- Children in the workplace create an atmosphere that may not be conducive to achievement of the unit's specific goals and objectives.

Special campus events that are employer-sanctioned and at which attendance by children is encouraged should be coordinated with and approved by the employee's supervisor. In these circumstances, children belong under the supervision of the sponsors or parent and where the activity is located.

From time to time, it may be necessary for a child to be in the workplace briefly. However, **under no circumstances** is it appropriate to use the workplace as a substitute for day care, even on a temporary or limited basis.

7/1/2013

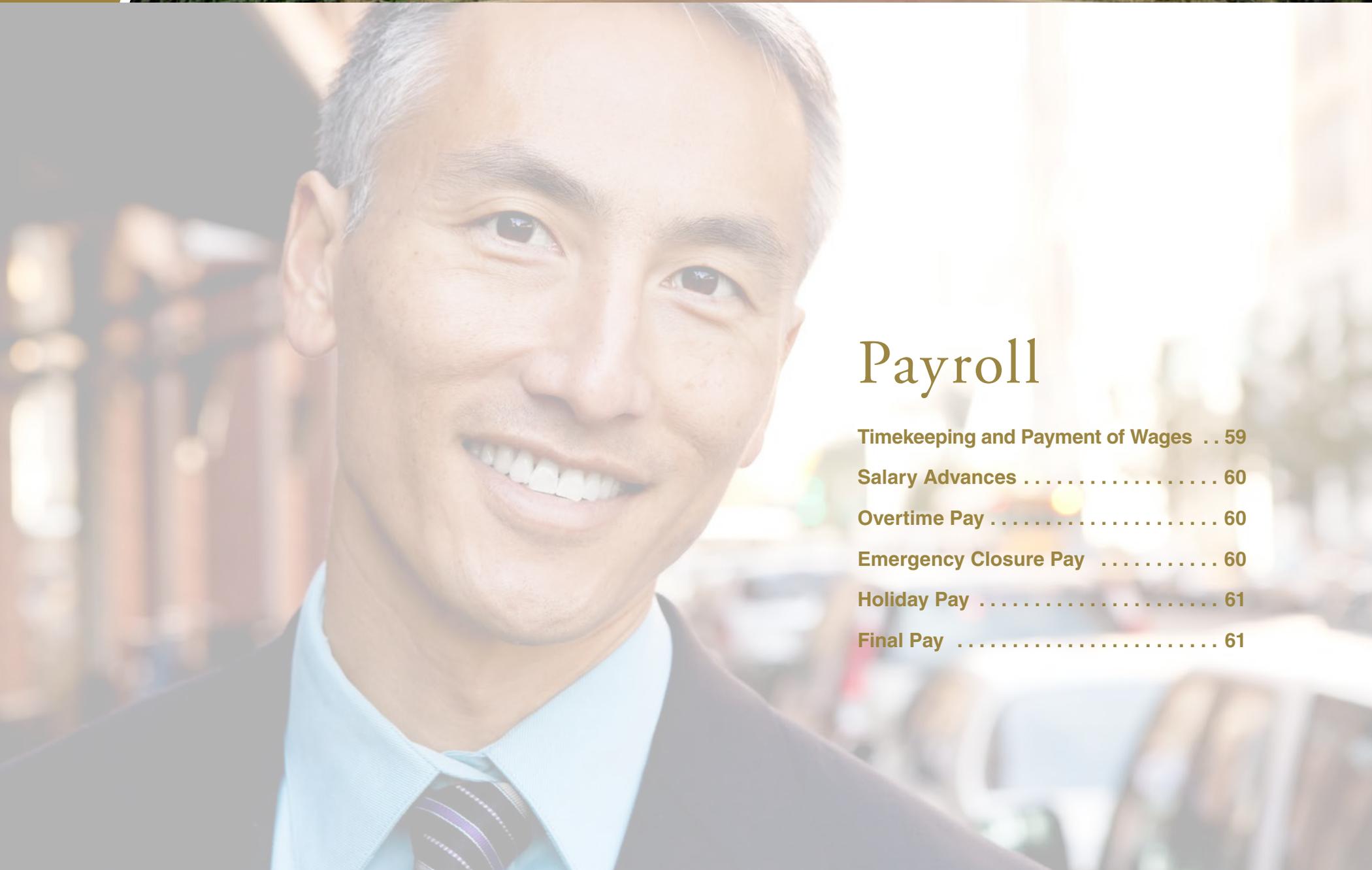
Animals in the Workplace

To protect the health and safety of employees, students and visitors, and to maintain a professional and clean environment, pets and other animals are not permitted in St. Edward's University buildings.

Service animals, as defined by the Americans with Disabilities Act of 1990, are permissible for use by faculty, staff and students. Faculty or staff who require a service animal should consult with the Office of Human Resources. Service animals are permitted only when they are working in appropriate locations or as a part of the evaluations process.

Approved research and instructional animals and animals professionally trained for theatrical purposes are allowed.

7/1/2013



Payroll

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Timekeeping and Payment of Wages

Pay Periods and Pay Dates

All staff employees are paid twice a month — on the last working day closest to the 15th and on the last working day of the month.

Hourly non-exempt employees receive pay on the 15th (or last working day prior to the 15th) to compensate time worked from the 16th to the last day of the preceding month. Pay received on the last working day of the month compensates time worked from the 1st through the 15th of the current month.

Salaried employees receive pay on the 15th to compensate time worked from the 1st through the 15th of the current month. Pay received on the last working day of the month compensates time worked from the 15th through the last working day of the current month.

Time Sheets

All staff employees (except for the President, vice presidents and associate vice presidents) will complete and submit a time sheet to their supervisors for approval. Time sheets are electronic and completed on line. However, if an employee will be paid for two or fewer pay periods, a paper time sheet may be submitted to the supervisor. After reviewing and approving the time sheet, the supervisor will submit it by the first working day after each pay date unless otherwise specified.

Completing Automated Time Sheets:

1. Exempt employees enter only exceptions to their usual work schedule. If time was missed, the exempt employee should enter the type of leave and the amount of time taken on the actual date of absence. If no leave has been taken in the pay period, exempt employees still must submit the timesheet for approval.
2. Non-exempt employees enter all time worked on the date it was worked and all time missed on the date of absence. Pay cannot be released if required time sheets have not been submitted. Late or incomplete time sheets may cause a pay processing delay of up to a full pay period.

Method of Payment

Direct Deposit is available to all employees. With direct deposit, pay is deposited directly into an employee's checking, savings, or credit union account. Deposits will be credited and available on payday. Those employees who do not elect direct deposit will be issued a pay card. The card will be sent to the employee's home address and may arrive several days to a week after payday. All employees are strongly encouraged to enroll in direct deposit. More information about direct deposit and pay cards is available in the Office of Human Resources or on the HR web site.

Payroll Deductions

The university is required to deduct Federal Income and Social Security (OASI) taxes from employees' wages. SEU matches employees' contributions to the Social Security fund.

Deductions such as the taxes described above, premiums for insurance coverages, salary reductions for retirement, parking fees and charitable deductions will be taken out of each payment. Insurance deductions pay for the month of coverage in which the deduction is taken.

An employee with a recurring less-than-12-month appointment who has elected to be paid over less than 12 months will have insurance deductions for the non-worked months deducted from the last payment before the break.

The university prohibits improper payroll deductions as defined in the Fair Labor Standards Act (FLSA). Any employee who considers that such a deduction has been made should bring it to the attention of the Director of Human Resources. If it is determined that an improper deduction has been made, the university will reimburse the employee.

7/1/2013

Salary Advances

Salary advances are only available in extreme emergencies. The amount of the advance cannot exceed 75% of earned but unpaid wages as of the date of the salary advance. Salary advances are requested on the Salary Advance Request Form, which is available in the Office of Human Resources. The employee's supervisor and an Administrative Officer must approve the advance. Repayment through payroll deduction must be made in total in the next available pay period. Due to the emergency nature of salary advances, Payroll will, when possible, provide a check within two working business days of the receipt of the Salary Advance Request.

7/1/2013



Overtime Pay

Non-exempt employees, those eligible to receive overtime pay under the provisions of the Fair Labor Standards Act, will be paid overtime at St. Edward's University. Such employees must actually work more than 40 hours during the work week (Sunday through Saturday) to receive overtime pay. Under some circumstances, such as working on an official university holiday or emergency closure, a non-exempt employee may receive extra pay; however, such payments are not required by law.

As a private employer, it is not permissible to pay non-exempt employees "comp time" in lieu of cash for overtime worked. Any schedule changes to avoid payment of overtime must be made within the same pay week.

1/1/2014

Emergency Closure Pay

Regular staff employees are entitled to be paid for their normally scheduled hours during an emergency closure, however, employees on leave without pay on the day before and/or after an emergency closure, are not entitled to receive compensation for the closure. If a regular staff employee had previously scheduled time off when an emergency closure occurs, the employee must use the appropriate leave.

If a regular non-exempt staff employee is identified as essential to the emergency, and is directed by the supervisor to work on campus during the emergency closure, the employee is entitled to payment for all normally scheduled hours at his or her normal rate of pay, plus payment for the hours worked (a minimum of two hours) during the closure at time-and-a-half. If a regular non-exempt staff employee is identified as essential to the emergency, and is directed by the supervisor to work from home during an emergency closure, the employee is entitled to payment for all normally scheduled hours at his or her normal rate of pay plus the hours worked during the closing at his or her normal rate of pay. For more information about emergency closure and the identification of essential personnel, see the Emergency Closure policy.

7/1/2013

Holiday Pay

Regular staff employees are generally entitled to either holiday time off or holiday pay at the university's discretion. Such employees are entitled to be compensated for any holiday occurring during an approved paid leave; however, employees on leave without pay on the day before and/or the day after a holiday are not entitled to be compensated for the holiday. Non-regular employees are not entitled to benefits, including holidays (see definition of "Non-Regular Employment" under "Employee Status"). Part-time regular non-exempt staff employees are entitled to a proportionate amount of holiday pay.

If a regular non-exempt staff employee is required to work on an actual holiday, the employee is entitled to payment for the holiday at the normal rate of pay, not to exceed (8) hours, plus payment for the hours worked on the holiday at time and one half. If a regular, non-exempt staff employee is not normally scheduled to work on the holiday and the supervisor is unable to provide a substitute holiday during that work week to compensate for the holiday, the employee is entitled to payment for the holiday at his/her normal rate of pay.

When a holiday period such as Christmas exceeds a work week (Sunday through Saturday) no more than five days within that week will count as holiday time.

Should an otherwise benefits-eligible temporary employee's appointment be extended to more than six months without a break in service, holidays occurring after the Employee Action Notice extending the appointment has been signed by an Administrative Officer and received by the Office of Human Resources will be compensable.

7/1/2013

Final Pay

Voluntary Resignation

Final pay will be available through direct deposit or pay card on what would have been the employee's next pay date. Payment of eligible accrued, unused annual leave up to a full-time maximum of 120 hours (or pro-rated based on percent time of the most recent appointment) may be issued in the following pay period if the employee provided at least 10 working days' notice.

Involuntary Termination

Final pay will be available through direct deposit or pay card within six calendar days following a termination initiated by the university. Employees who are discharged for cause will forfeit any accrued, unused annual leave.

7/1/2013



Salary Administration

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Position Classification

The university strives to offer a competitive and internally equitable total compensation package that consists of two core elements: base pay and benefits. The primary objective is to maintain a compensation system that best enables the university to recruit and retain a high quality talent base.

An evaluation of a position allows for important elements to be reviewed in determining salary and equity for positions within the organization. In order for managers to make sound decisions, the Office of Human Resources provides consultation and information to assist managers in making data driven decisions regarding employee compensation and classification.

Position Classification

After a position is approved by Budget Council, the manager must complete a Position Information Questionnaire (PIQ) and submit it to Human Resources for evaluation and classification. Human Resources will assign the appropriate pay range (overall and hiring) and FLSA status for the position. The pay range determined for a position is primarily established by relevant competitive market information. The impact of the position on the mission of the department/university, internal equity with similar positions, and available funding are also considered. Base pay may vary by the credentials and performance of staff occupying individual jobs. Additionally, with Human Resources assistance, cost center managers and supervisors should pay particular attention to internal equity patterns.

Reclassification

When there is a significant change in the duties assigned to a position, it may be necessary to request a reclassification by submitting an updated job description and related PIQ for the position to Human Resources for reevaluation and reclassification. It is important to remember that the duties and responsibilities assigned to a position, rather than the individual occupying the position, are the focus of the reclassification process. Therefore, a complete and accurate description of these duties serves as the primary basis for reclassification decisions.

7/1/2013

Salary Reviews

Orientation-Period Employees may be considered for a salary increase no earlier than the first of the month following the completion of three months of regular employment.

Established Employees are generally considered for salary increases on an annual basis, effective October 1st, if approved by the Board of Trustees. The actual salary increase received by any one employee may be impacted by a variety of factors, including but not limited to position in salary range, performance, and available funds.

If an employee's position has been reclassified or the employee has been promoted in the 3 months prior to the October 1st salary adjustment and that reclassification or promotion has resulted in a pay increase for the employee, that employee will not be eligible for the October 1st salary increase.

7/1/2013

Promotions, Transfers, and Reclassifications

It is the policy of St. Edward's University to consider regular employees for promotion or transfer within the university in order to provide greater opportunity for advancement. Employees in the first twelve months in their current position may not apply or be recruited for another position within the university without the current supervisor's consent.

The university will notify employees of transfer and promotional opportunities through departmental and university-wide postings when appropriate. Positions are posted online and on the Office of Human Resources bulletin board in an effort to ensure an adequate applicant pool for valid selection and to give internal applicants the opportunity to self-identify. Non-exempt positions are posted for a minimum of three working days, exempt positions for a minimum of five working days, and faculty and Administrative Officer positions for a minimum of fifteen working days. Human Resources may post and advertise for external candidates concurrently with the internal posting, as needed, but all qualified internal candidates who apply within the posting period may be considered.

Employees selected for promotion or transfer will be expected to give a minimum of two weeks' notice to their current supervisor. If business circumstances exist that would require an alternative transition schedule to minimize disruption of services, other arrangements will be considered with the concurrence of the appropriate Administrative Officer(s).

Employees who change from one position to another within St. Edward's University are in a 90-day orientation status for the purpose of performance only. At the university's discretion this period may be extended for up to an additional 90 days. As with any employee during his/her orientation period, a transferring employee may be terminated during this trial period if s/he is not adequately meeting performance standards.

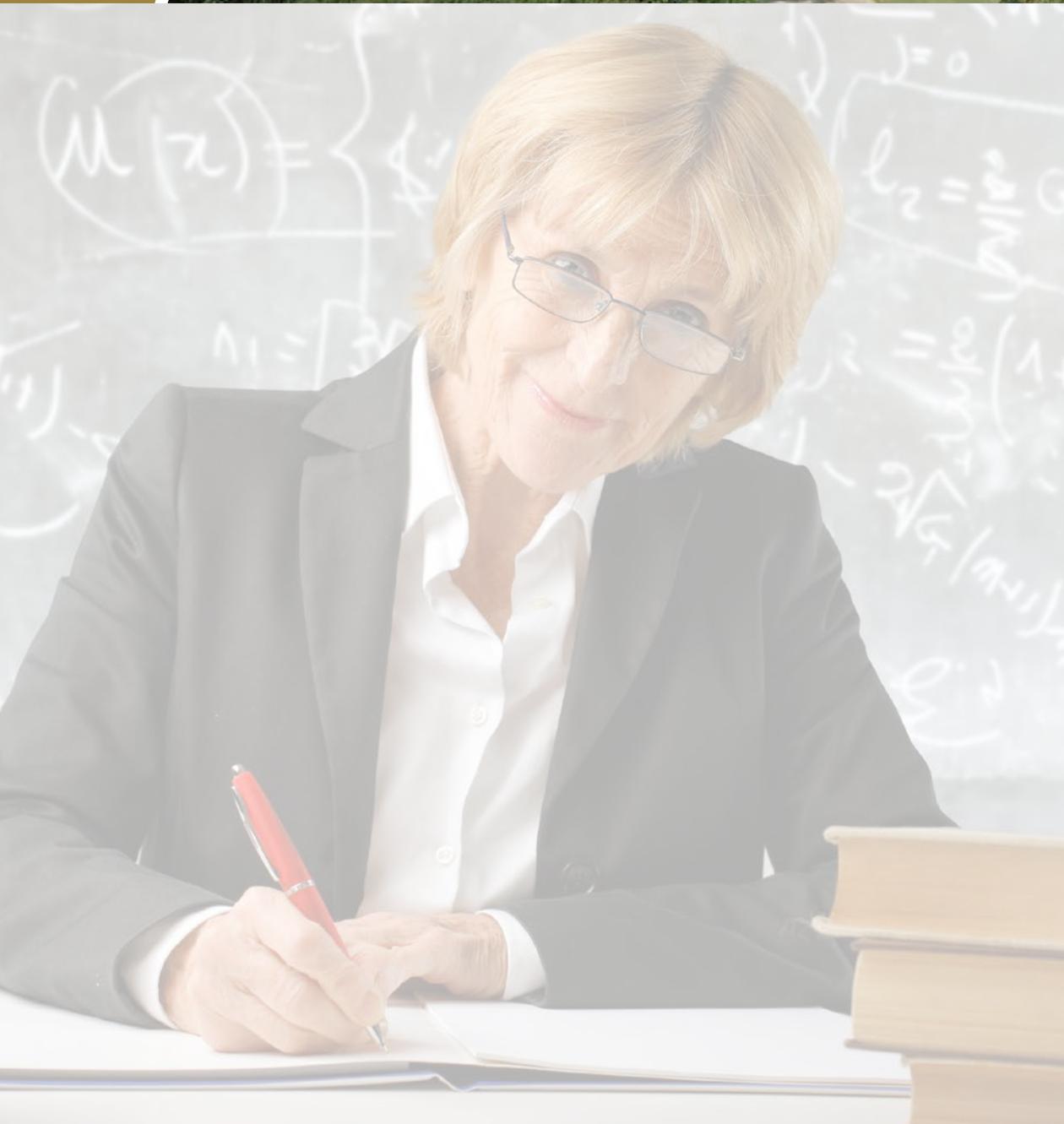
Promotions: In the event an internal candidate is selected for promotion, the candidate will receive a minimum increase of \$100 per month (pro rated for part-time positions) or move to the base of the new job salary band, whichever is greater; otherwise, the maximum salary increase granted for a promotion is to the top of the recruiting range.

All of the salary increase may be given when the employee transfers to the new position or a portion may be given then and the remainder given no earlier than the end of the 90-day orientation period.

Transfers: There are no salary adjustments for lateral moves (transfer to a position in the same classification). Transfer to a position with a lower classification will result in a pay decrease.

Reclassifications: Employees whose positions are reclassified to a higher salary range will receive at least an increase to the bottom of the salary range. Employees whose positions are reallocated to a lower salary range will not receive a change in pay; however, employees who are earning more than the top of the appropriate salary range are not eligible for pay increases that would keep or take their salary above the range.

7/1/2013



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Insurance Benefits Summary

The university offers a range of plans to help employees and their families maintain their health and maintain financial protection in the event of illness, injury, disability or death.

The St. Edward's benefits program is generally available to regular employees working at least 20 hours per week and appointed for six months or more. Eligible dependents may also be covered for health care and life insurance benefits.

Employees must enroll in benefits within 31 days of becoming eligible for benefits, or must wait until the next open enrollment period.

Employees are provided an opportunity during the annual open enrollment period to review their benefits elections and make choices that meet their needs and those of their family. Changes to benefits elections may only be made during this open enrollment period in the absence of specified family status changes.

More information about benefits and eligibility is available in the [Benefits Guide](#).

Flexible Benefit Plan

The university has established a plan that allows many insurance premiums to be deducted from employee paychecks on a pre-tax basis.

In addition, flexible spending accounts (FSAs) are offered and enable regular employees to pay for many of their current benefit-related expenses with tax-free dollars. Two tax-free accounts are available: a dependent care FSA and a health care FSA.

Employees must submit receipts for eligible expenses and receive reimbursement.

Employees will forfeit any balances remaining in their account after the claims filing deadline has passed.

Medical Protection Plan

The university offers two health insurance plans to meet eligible employees' medical protection needs. Both plans offer comprehensive coverage, including doctor's visits, hospitalization, medical tests, prescription drugs and more.

Dental and Vision Plans

All regular employees are eligible to enroll in the dental insurance plan. This plan offers employees the ability to see the dentist of their choice or a network dentist.

All regular employees are eligible to enroll in an optional vision plan. This plan offers regular examinations, as well as co-payments and discounts on glasses and contact lenses.

[continued on next page](#)

Insurance Benefits Summary (continued)

Medical Protection Plan Continuation

In accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), employees who lose their health benefits have the right to choose to continue coverage if they will lose coverage because of a reduction in hours of employment or the termination of employment for reasons other than gross misconduct.

Spouses or dependent child(ren) of an employee covered by the plan have a right to choose continuation coverage if they will lose coverage under the plan for any of the following four “qualifying events” or reasons specified in the law:

1. The death of spouse/parent;
2. Termination of spouse’s/parent’s employment for reasons other than gross misconduct or a reduction in spouse’s/parent’s hours of employment;
3. Divorce or legal separation from spouse; or
4. The child(ren) ceases to meet the definition of a “dependent child” under the plan.

Continuation coverage for spouses or dependent child(ren) of an employee who is eligible for retirement or a retiree covered by the plan will be as any other COBRA participant except that they will not be subject to the statutory time limit for participation.

More information about coverage continuation is available in the Office of Human Resources.

Term Life/Accidental Death and Dismemberment (AD&D)

All regular employees are eligible to enroll in up to \$20,000 of term life and \$20,000 of AD&D. This benefit is provided to the employee at no cost. Failure to enroll in a timely fashion may result in the need to prove good health and the possibility of being denied coverage.

Supplemental Life Insurance

All regular employees and their eligible dependents may participate in the voluntary Optional Term Life Insurance Plan. Failure to enroll within 31 days of eligibility may require the employee and/or dependents to prove good health before being admitted to the plan.

Long Term Disability Insurance (LTD)

All regular employees are automatically enrolled in a LTD insurance plan on their eligibility date. This benefit is provided to the employee at no cost. Coverage is effective on the first day of the month following the regular employment date for exempt employees and the first day of the month following the completion of two years of regular employment for non-exempt employees. When approval for Long Term Disability benefits is a precursor to disability retirement, the separation from service date will be the end of the month in which the university received notification of the approval.

7/1/2013

Employee Retirement Plans

Regular Retirement Plan

All regular employees 21 years of age or older will be eligible to participate in the university's Regular Retirement Plan on the first day of the month following the completion of one year of eligible service ("eligibility date"). Plan participation requires employees to contribute 5% of their monthly salary; in turn, the university will contribute an amount equal to 7% of their monthly salary. Vesting is immediate. Employees failing to self-enroll by their eligibility date will be automatically enrolled in the Regular Retirement Plan with contributions invested in the appropriate age-based Lifecycle Fund.

Under the guidelines established by IRS Code Section 403(b) and 403(b)(7), employees' annual salaries are reduced by the amount of their contributions for income tax purposes and the combined contributions earn on a tax-deferred basis. The money is set aside for use when employees retire and is generally not available to employees while they remain actively employed, unless certain events outlined in the Plan document occur.

Although the university strongly encourages all eligible employees to take advantage of the 7% employer match and participate in the regular retirement plan, employees may opt out by completing and submitting the appropriate paperwork.

The rules governing this program are itemized in the plan documents that can be found under "Regular Retirement Plan" on the [HR web site](#).

Supplemental Retirement Plan

All employees are eligible to participate in the Supplemental Retirement Plan through payroll reduction. This program may be of special interest to the employee not eligible to join the regular retirement plan or for the employee wishing to contribute more than 5%. Under the guidelines established by IRS Code Section 403(b) and 403(b)(7), the employee's annual salary is reduced by the amount of his/her permitted contribution for income tax purposes.

Although St. Edward's University does not restrict access to this money, IRS regulations and contract provisions may restrict access, even after termination of employment.

Hardship Withdrawal Policy

Subject to vendor fees and IRS penalties, under a limited set of circumstances it may be possible to withdraw funds from your Supplemental Retirement Plan for financial hardship. Please review the Supplement Retirement Plan Document on the [HR web site](#).

6/1/2014

Holidays

St. Edward's University generally observes the following holidays each year:

- Independence Day
- Labor Day
- SEU Founder's Day
- Thanksgiving (Thursday and Friday)
- Christmas Eve through New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day



Regular Staff Employees are generally entitled to either holiday time off or holiday pay at the university's discretion (see "Official Workweek and Hours of Work"). Such employees are entitled to be compensated for any holiday occurring during an approved paid leave; however, employees on leave without pay on the day before and/or the day after a holiday are not entitled to be compensated for the holiday. Should an otherwise benefits-eligible temporary employee's appointment be extended to more than six months without a break in service, holidays occurring after the Employee Action Notice extending the appointment has been signed by an Administrative Officer and received by the Office of Human Resources will be compensable.

SEU's official work week is Sunday through Saturday. When a university-recognized holiday occurs, full-time regular non-exempt staff employees are entitled to be

paid for that holiday as long as they are on the payroll the day before and the day after the holiday. If a regular non-exempt staff employee is required to work on an actual holiday, the employee is entitled to payment for the holiday plus payment for the hours worked on the holiday at time and one half. If a regular, non-exempt staff employee is not normally scheduled to work on the holiday and the supervisor is unable to provide a substitute holiday during that work week to compensate for the holiday, the employee is entitled to payment for hours worked and payment for the holiday at his/her normal rate of pay. Part-time regular non-exempt staff employees are entitled to a proportionate amount of holiday time off.

Note: Non-regular employees are not entitled to benefits, including holidays. See definition of "Non-Regular Employment" under [Employee Status](#).

7/1/2013

Annual Leave

Eligibility

Regular employees who are appointed to work twenty hours or more per week for at least six months are eligible to accrue paid annual leave; however, annual leave may not be utilized until the employee has completed six months of continuous service.

Accrual

Regular full-time employees with one year or less of eligible service accrue annual leave at a rate of 6.67 hours per month. On the first of the month following completion of twelve months of continuous service, regular

full-time employees will accrue at a rate of 10 hours per month. Regular part-time employees accrue a proportionate amount of annual leave based upon the percentage of employment. Credit for one month's accrual will be posted to each regular employee's leave record on the first day of employment and the first day of each month thereafter.

No employee may accrue annual leave while s/he is in an ineligible status (e.g., leave without pay, less than 20-hour per week appointments, or during months of a less than 12-month appointment when work is not scheduled, etc.).

Regular employees with previous St. Edward's University eligible employment will be credited with such prior service when computing the annual leave accrual rate, provided that the employee notifies the Office of Human Resources of such prior service.

Non-regular employees (i.e., those who are appointed to work less than 20 hours per week and/or for less than six months) are not eligible to accrue annual leave. However, should an otherwise eligible temporary employee's appointment be extended to more than six months without a break in service, the employee will be credited retroactively with accrued annual leave effective the first day of the otherwise benefits-eligible temporary appointment.

Records

It is the responsibility of each employee to accurately record leave time taken on his/her time sheet and submit it in a timely fashion. The supervisor is responsible for ensuring the accuracy of the time sheet and approving it in accordance with payroll deadlines. It is the responsibility of the Office of Human Resources to record leave accrual on a central record for each eligible employee.

continued on next page



Annual Leave (continued)

Utilization

Annual leave cannot be used until it has been accrued by the employee and when used, it will be charged against the employee's accrued leave in increments of 15 minutes. Except in emergencies, employees' requests for annual leave must be approved by their supervisor prior to usage. Employees are urged to utilize annual leave during the fiscal year in which it is accrued. Only 120 hours of annual leave (or pro-rated amount based on percent time) may be rolled over each fiscal year. Any hours in excess of 120 hours or pro-rated amount at the end of the fiscal year will be forfeited without compensation.

Employees appointed for less than 12 months per year must take their annual leave during their months of work. Annual leave cannot be taken during the employees' break month(s). Annual leave used for Family Medical Leave purposes (personal or family illness, childbirth, etc.) will count toward the 12-week maximum absence per year described in the [Family Medical Leave policy](#).

Service Separation

Generally, employees giving at least ten working days notice who have at least six months of regular service will be paid for any accrued, unused annual leave following termination of employment. Under most circumstances employment ends on the last day worked (the termination date) and accrued, unused annual leave is paid in a lump sum. If appropriate notice is given, it is the university's option to give pay in lieu of notice. Annual leave pay is determined by multiplying the number of accrued, unused annual leave hours remaining after the last day worked (or on university-approved leave) up to a full-time maximum of 120 hours or pro-rated amount based on percent time of the most recent appointment, times the employee's hourly rate. If an employee is discharged, all annual leave benefits are forfeited.

Death

In the event of the death of an employee who has an accrued annual leave balance, his/her estate will be paid for the total leave balance calculated at the employee's rate of compensation at the time of his/her death.

7/1/2013

Sick Leave

Eligibility

Regular employees who are appointed to work twenty hours or more per week for at least six months are eligible to accrue paid sick leave from the first day of employment.

Accrual

Sick leave accrues at the rate of 8 hours per month of full-time service. Regular part-time employees accrue a proportionate amount of sick leave based upon the percentage of employment. Credit for one month's accrual will be posted to each regular employee's leave record on the first day of employment and the first day of each month thereafter. A maximum of 640 hours (80 working days) may be accumulated.

No employee may accrue sick leave while s/he is in an ineligible status (e.g., any leave without pay, less than 20-hour per week appointments, during months of a less than 12-month appointment when work is not scheduled, etc.).

Non-regular employees (i.e., those who are appointed to work less than 20 hours per week and/or for less than six months) are not eligible to accrue sick leave. However, should an otherwise eligible temporary employee's appointment be extended to more than six months without a break in service, the employee will be credited retroactively with accrued sick leave effective the first day of the otherwise benefits-eligible temporary appointment.

Records

It is the responsibility of each employee to accurately record leave time taken on his/her time sheet and submit it in a timely fashion. The supervisor is responsible for ensuring the accuracy of the time sheet and approving it in accordance with payroll deadlines. It is the responsibility of the Office of Human Resources to record leave accrual on a central record for each eligible employee.

Utilization

Sick leave cannot be used until it has been accrued by the employee and, when used, it will be charged against the employee's accrued leave in increments of 15 minutes. Sick leave may be used for:

- The personal illness or disability of the employee or one of the employee's immediate family members regularly residing in his/her household when the employee's presence is required;
- Quarantine resulting from exposure to a contagious disease;
- Medical, dental, optical, or other health appointments made and kept by employees during normal working hours.

[continued on next page](#)

Sick Leave (continued)

Please note that employees must make a good faith effort to schedule any necessary medical treatments during non-working hours unless there is a medical reason for not doing so. If an appointment must be made during work hours, employees must work until the appointment and return after the appointment. The university may contact the health care provider or ask the employee to provide documentation that appointments and/or treatment were not available outside the employee's normal work hours.

Employees appointed for less than 12 months per year may use sick leave during their months of work only.

To be eligible for sick leave with pay for a continuous period of more than 24 scheduled work hours for a full-time employee (pro-rated for a part-time employee), the employee must submit to his/her supervisor a health-care provider's statement indicating the period of time the employee has been under his/her care and a release to return to work or some other written statement of facts which is acceptable to the Director of Human Resources or appropriate vice president.

This release is to be provided to the supervisor on the employee's first day back. Failure to provide this release promptly may result in the employee being sent home (on annual leave if available or leave without pay). This release must accompany the timesheet that reflects the sick leave usage or the time missed will be reported as annual leave, if available, or leave without pay. After appropriate counseling, an employee suspected of abusing sick leave privileges or who has numerous medical-related absences may be required to provide a health-care provider's statement for any absence because of illness.

Should an employee have no accrued sick leave, absence because of illness, injury, or health appointments must be charged to eligible accrued annual leave, if any; otherwise, the time will be charged to leave without pay.

Sick leave used for Family Medical Leave (FMLA) purposes will count toward the 12-week maximum absence per year described in the Family Medical Leave policy.

Attendance Bonus

Full-time regular employees who do not use sick leave, unpaid leave (UL) or have absences related to illness during the first six months of the year or during the second six months of the year will earn an extra 8 hours of annual leave to be posted to their annual leave balance the first day of the month following the month in which six months of such service is completed. Part-time regular staff employees will earn a pro-rated amount of bonus annual leave. Because of changes in federal regulations, effective March 1, 2009, FMLA qualified absences are counted as absences under this policy. Part-time regular employees satisfying this criterion will earn a proportionate amount of bonus time based upon the percentage of employment. The addition of bonus time to the annual leave balance does not reduce the sick leave balance.

Service Separation

Upon termination of employment for any reason all accrued, unused sick leave is forfeited.

7/1/2013

Extended Sick Leave

Upon receipt of an attending physician's statement (APS) in cases of extended illness, all regular employees with at least five years of continuous service at St. Edward's University will be compensated according to the following schedule:

Months of Absence	To Be Paid
1,2,3,4	Accrued, unused benefit time (sick leave, then annual leave), then 90% of salary through the fourth month of absence
5	80% of salary the 5th month
6	70% of salary the 6th month

Following the sixth month of disability, participating employees may be eligible for up to 60% of their salary through Long Term Disability Insurance benefits. LTD claims are filed through the Office of Human Resources.

During the use of Extended Sick Leave, an employee remains eligible to continue in the medical, life, accidental death & dismemberment, and long term disability plans. Continued eligibility for benefits is contingent upon timely receipt of the employee contribution if there is no salary from which to make the employee deduction. The university will continue to contribute its portion of the total premium. Arrangements for paying such premiums should be made with the Office of Human Resources.

If the employee returns to active work while using extended sick leave and is subsequently disabled for the same or related causes, then, after using accrued earned benefit time, the employee may use the remaining extended sick leave benefit. If the disability has a different origin or if it has been more than 365 days since extended sick leave benefits were used, an eligible employee starts at the beginning of the extended sick leave schedule. Annual and sick leave are not earned when an employee is using extended sick leave.

Sick leave used for Family Medical Leave purposes (personal or eligible family member illness) will count toward the 12-week maximum absence per year described in the Family Medical Leave policy. WCI weekly compensation is regarded as a form of extended sick leave and will reduce the number of weeks (or partial weeks) employees are permitted to receive extended sick leave compensation directly from the university.

Although every effort will be made to place an employee utilizing Extended Sick Leave in the same or similar position when s/he is physically able to return to work, the university cannot guarantee reemployment unless benefits under the Family Medical Leave policy have not yet been exhausted (maximum 12-week absence per year).

7/1/2013

Family Leave

Eligibility

Any Regular employee who has completed 12 months of benefits-eligible employment may request Family Leave, which is unpaid, job-protected leave. The “rolling” 12-month method is used for calculating Family Leave, which is measured backward from the date an employee uses any Family Leave. Each time an employee takes Family Leave the remaining entitlement would be any balance of the 12 weeks.

Basic Family Leave

A maximum of 12 weeks may be granted for the following reasons:

- A serious health condition that makes the employee unable to perform his/her job;
- To care for the employee’s spouse, son, daughter, or parent, who has a serious health condition;
- Incapacity due to pregnancy, prenatal medical care or child birth; or
- To care for the employee’s child after birth, or placement for adoption or foster care.

Leave may be taken for the birth or placement of a child only within 12 months of that birth or placement. Appropriate paid leave will run concurrently with Family

Leave. When available, all appropriate paid leave must be used prior to the commencement of unpaid Family Leave.

Military Family Leave

Eligible employees with a spouse, son, daughter, or parent on covered active duty (see Glossary of Terms) or call to active duty status in the National Guard or Reserves in support of a contingency operation or deployed to a foreign country may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

A special leave entitlement permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period for up to five years after the veteran leaves service if s/he develops a service-related injury or illness that was incurred or aggravated while on active duty.

Leave Requests

Employees must submit a written request at least 30 days prior to the commencement of

leave in cases where the leave is foreseeable and make reasonable efforts in scheduling leave to avoid disrupting the work unit. When an employee becomes aware of a need for Family Leave less than 30 days in advance, the employee must provide notice as soon as practical.

Intermittent Leave

Leave for a serious health condition may be taken intermittently or the employee may work a reduced schedule if “medically necessary.” Leave may be taken on an intermittent basis or work schedule may be reduced for the birth or placement of a child only after consultation with Human Resources and approval by the appropriate vice president. Employees must make a good faith effort to schedule any necessary medical treatments during off-duty hours or on their day off unless there is a medical reason for not doing so. If an appointment must be made during work hours, employees must work until the appointment and return after the appointment. Those employees on 2nd or 3rd shift must schedule medical appointments for self or covered relatives during their off hours.

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Family Leave (continued)

Certification

Family Leave requests must be documented by a health care provider's certification of a serious health condition for the employee or that of a family member (spouse, child, or parent). Recertification will be required for any absence beyond the end date specified in the initial certification or if the circumstances described by the previous certification have changed significantly, but at least every six months for an ongoing condition that requires intermittent or reduced schedule leave. A Certification of Health Care Provider form is available in the Office of Human Resources or can be downloaded at the Human Resources website under "Forms." Human resources will contact the healthcare provider directly for the purposes of authenticating and clarifying medical certifications. For paid sick leave to be used for absences relating to childbirth, personal illness, or the illness of a family member covered by the Sick Leave policy, a health-care provider's certification is also necessary (see "Sick Leave" section). A copy of the adoption papers and an indication of the expected return-to-work date in the written leave

request are sufficient to document the use of Family Leave for adoption purposes. Failure to provide medical certification in a timely fashion may delay the commencement of leave or result in denial of the request for Family Leave.

Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of his/her job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Pay Status

Absences in excess of accrued sick leave (when appropriate) and annual leave are unpaid. Although there are some exceptions (e.g., absences connected to work-related injuries), the university generally is not able to hold jobs for more than 12 weeks. If an employee is unable to return to work at the end of the 12-week Family Leave absence, employment may be terminated.

Benefits Eligibility

During an approved Family Leave, an employee remains eligible to continue in the medical, FSA, life, accidental death & dismemberment, long term disability, and tuition remission plans. Continued eligibility is contingent upon timely receipt of the employee premium contribution. The university will continue to contribute its portion of the total premium. Arrangements for paying such premiums should be made with the Office of Human Resources prior to the commencement of the leave.

7/1/2013

Parental Leave

Definition

Parental Leave is the limited use of accrued sick leave for the birth or adoption of a child during the first six months following the date of birth or placement. Other uses of sick leave require the employee or his/her dependent to be ill or have medical appointments (see “Sick Leave” section).

Eligibility

Any regular staff or faculty employee who has completed 12 months of benefits-eligible employment may request to use accrued sick leave for Parental Leave. The use of Parental Leave reduces the amount of Family Leave (as defined by the federal statute) available to the employee. After Parental Leave is exhausted, an employee may still be eligible for additional Family Leave or for Personal Leave. (Contact Human Resources for more information.)

Leave Requirement

Generally, sick leave may be used to pay for up to two months of Parental Leave (two calendar months for faculty, 340 hours for staff) pro-rated based upon the percentage of employment for part-time staff and faculty. Prior to using Parental Leave, employees must use all other appropriate paid leaves. Parental Leave may be used only to pay for the difference between the absence covered by other appropriate leave and two months.

Example: Birth father has three weeks (120 hours) of annual leave and ten weeks (400 hours) of sick leave. Following the birth of his healthy child, father uses all appropriate leave (three weeks or 120

hours annual leave). He is then entitled to use five and one-half of his ten weeks (220 hours) of sick leave as Parental Leave. He is in a paid, non-working status for approximately two months following the birth of his child. If he had three weeks of annual leave and only two weeks of sick leave, he would be in a paid status only five weeks, the last two of which would be sick leave used as Parental Leave.

Leave Requests

Although all employees are encouraged to discuss any potential absences with supervisors as soon as anticipated, employees must submit a written request at least 30 days prior to the commencement of leave in cases where the leave is foreseeable and make reasonable efforts in scheduling leaves to avoid disrupting the work unit. Where leave is not foreseeable, the written request must be submitted to the employee’s supervisor before the commencement of paid Parental Leave. Failure to submit a written request and appropriate supporting documentation in a timely fashion may result in disapproval of the request for paid Parental Leave.

Intermittent Leave

Parental Leave may be taken on an intermittent or reduced basis only if the arrangement is agreed to by the employee’s supervisor and approved by the appropriate vice president in consultation with Human Resources.

7/1/2013

Medical Disability Leave Without Pay

Any regular employee who becomes temporarily disabled as a result of injury or illness may request a Medical Disability Leave Without Pay for up to six months, depending upon the extent of the disability.

The employee must provide a health-care provider's certification, which should establish the medical disability and the anticipated period of disability. If the employee is released to return to work with limitations, such limitations must be itemized and specific. Limited releases do not guarantee a right to return to work. A review of the job requirements and the work limitations will be made and decisions rendered on a case-by- case basis.

Medical Disability Leave Without Pay shall be authorized only after the employee has exhausted all annual and sick leave payments except for "Extended Sick Leave", unless the leave is related to an on-the-job injury or illness. In the event of a Worker's Compensation Insurance (WCI) disability, the employee will use accrued sick leave, then annual leave for the first five working days following the injury. When no paid leave is available or beginning with the sixth working day of disability, the employee will be placed on Medical Disability Leave Without Pay and receive WCI weekly disability compensation if eligible. Under no circumstances will an employee be permitted to draw WCI weekly disability and utilize accrued benefit time.

Except for a work-related injury or illness, or if an employee has not exhausted his/her Family Medical Leave benefits (see "Family Leave" section), the granting of Medical Disability Leave does not guarantee the employee the right to reinstatement in the same

or in a similar position. Although every effort will be made, the university cannot guarantee reemployment at the time the employee is physically able to return to work.

During an approved Medical Disability Leave Without Pay, an employee remains eligible to continue in the health, life, accidental death & dismemberment, long term disability, and tuition remission plans. Continued eligibility is contingent upon timely receipt of the employee premium contribution. The university will continue to contribute its portion of the total premium. Arrangements for paying such premiums should be made with the Office of Human Resources prior to the commencement of the leave.

7/1/2013



Personal Leave of Absence Without Pay

After all appropriate benefit time has been exhausted, a Regular employee may be granted a Personal Leave of Absence Without Pay when it serves the best interest of both the employee and the university. A Employee Action Notice specifying the beginning and ending dates of the leave must accompany a written request for such leave prior to the beginning of the leave. The request must clearly state the reason for the leave and its inclusive dates. The request must be approved by the department/division head and the appropriate vice president.

An employee in a Personal Leave of Absence Without Pay status is entitled to remain in the group health and life insurance plans without using COBRA (see [Medical Protection Plan Continuation \(COBRA\)](#) section) as long as the employee pays the full premium in a timely fashion. Arrangements for paying such premiums should be made with the Office of Human

Resources prior to the leave beginning. In addition to allowing an employee to remain in the health insurance plans without using COBRA, a Personal Leave of Absence Without Pay also permits the employee to retain access to other benefits upon his/her return to active duty. At the time the leave commences, the unused, accrued sick leave balance would be frozen.*

The time missed counts as time worked for the purpose of satisfying waiting periods for benefits (retirement, long term disability, extended sick leave, etc.). It also counts as time worked toward total St. Edward's University service for length of service awards. Personal leave used for Family Medical Leave purposes (personal or family illness, childbirth, etc.) will count toward the 12-week maximum absence per year described in the [Family Medical Leave policy](#). Even though every effort will be made to reinstate the employee in the same or in a similar position, the granting

of a Personal Leave of Absence Without Pay does not guarantee reemployment, except in cases of a work-related injury or illness or if the employee has not yet exhausted his/her benefits under the Family Medical Leave policy if applicable (see [Family Leave](#) section). Should the employee fail to return from a Personal Leave of Absence Without Pay, s/he may be terminated as early as his/her last paid day prior to going on such a leave.

*Since appropriate leave time must be used prior to the granting of a Personal Leave, no annual leave could be available. A sick leave balance would be available only if the employee was absent for some reason other than health.

7/1/2013

Bereavement Leave

Regular employees who experience a death in their immediate family may be granted up to three days of pay for bereavement leave to attend funeral services or to handle matters related to death and grieving.

“Immediate family” includes the employee’s spouse, the employee’s or spouse’s: children, parents, siblings, grandchildren and grandparents.

As the university realizes that the amount of time off that may be needed varies greatly in individual cases, employees may request to use accrued vacation leave or may request an unpaid leave of absence if needed.

7/1/2013

Civic Duty

Employees who are called for Jury Duty or subpoenaed as a witness in a case to which they are not a party will be granted leave with pay for a maximum of ten days. A copy of the subpoena and/or a statement from the court showing the date(s) the employee served may be requested to support the timesheet on which the absence is reflected. If requested documentation is not provided, the time missed will be charged to annual leave, if available, or leave without pay.

7/1/2013



Military Leave

Military leave is an unpaid leave of absence from employment with the university for the purpose of serving on active duty with the Armed Forces of the United States, including training in the reserves of the Armed Forces of the United States or of the State of Texas. Upon written request, all or part of accrued unused annual leave may be used. Regular employees are entitled to rights as detailed in the Uniformed Services Employment and Reemployment Rights Act.

Military Reserves

Regular employees will be granted a leave of absence with differential pay* not to exceed ten working days in any one calendar year when, as a member of the National Guard or any of the Reserve Components, they are ordered or authorized by competent authority to engage in military training or duty. Proof of authorization of duty will be satisfied by attaching a copy of the employee's military orders to the timesheet on which the absence is reflected.

Active Duty

Regular employees who are drafted or who volunteer for service in any branch of the Armed Forces of the United States will be placed on military leave of absence without pay. Regular employees who elect to return to work following extended military active duty are granted full rights and benefits in accordance with applicable laws regulating such matters. Health plans and health care flexible spending accounts may be continued via COBRA-like benefit

continuation while employees are on military leave. The employee would be required to pay 102% of the full premium for coverage. Whether or not continuation of health insurance is elected during military leave, upon returning to work, health insurance will be reinstated without any waiting period or exclusions for preexisting conditions, other than waiting periods/exclusions that would have applied had there been no absence for military leave. The period of military leave of absence will be added to any length-of-service credit that a regular employee may otherwise have.

If any military leave of absence is greater than 60 days, the returning employee must confirm the intention to return by notifying the department supervisor in writing at least two weeks prior to the end of the leave. A veteran's return to work at the university shall be conditional upon satisfactory discharge from the service. Returning veterans may be asked to show evidence of satisfactory completion of active duty, such as the discharge certificate. An employee who fails to return to university employment within 90 calendar days following military discharge will be considered to have voluntarily resigned, effective the 91st day.

*Differential pay is designed to make up the difference between the salary the employee would normally receive and his/her military salary (if the latter is smaller).

7/1/2013

Tuition Remission

Tuition remission is a benefit available for all terms (Summer, Fall, and Spring). Benefits may be used for traditional undergraduate, New College and/or graduate courses for the employee, spouse, and child(ren). Tuition remission applies only to courses at St. Edward's University. Loss of eligibility for tuition remission occurs at the end of a semester in which the employee enters an ineligible status (i.e part-time, terminates employment). The tuition remission program covers only the cost of tuition. The student (employee, spouse, or dependent) is responsible for additional fees and charges.

Regular Full-time Employees

A regular full-time employee must complete three months continuous, eligible employment by the first class day to be eligible for tuition remission for themselves and their covered dependents. A regular full-time employee receives 100% tuition remission ONLY when registered for six

or fewer credit hours. Tuition remission is an employee benefit, not a subsidy for students; therefore, employees who enroll in St. Edward's for more than six hours per semester become ineligible for this benefit.

Should an otherwise benefits-eligible temporary appointment be extended to more than six months without a break in service, the time worked will be applied to the appropriate waiting period.

Spouse and Dependent Child(ren)

The spouse and child(ren) of a regular full-time, eligible employee are eligible for tuition remission after the employee has completed three months of continuous, eligible employment. The spouse and/or child(ren) may then receive a 50% reduction in tuition during the employee's next thirty-three months of continuous, eligible employment. Once the employee has completed three years (thirty-six months)

of continuous, eligible employment, the current spouse and/or child(ren) may then receive 100% reduction in tuition. The three month and three year waiting periods must be satisfied on or before the official first class day of the semester in which the dependents are enrolling.

Spouse is defined as the current spouse. Child(ren) is defined as the natural or legally adopted child(ren) of the employee or his/her current spouse. Although the living arrangements and marital status of a child(ren) are not an eligibility factor, the child(ren) must be less than 25 years old on the first class day of the term in which s/he is enrolling. Employees with a dependent (child) 25 years or older should review the Student Financial Aid for Adult Children of Regular Employees program.

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Tuition Remission *(continued)*

Phased Retirement Program

Faculty participating in the phased retirement program will be eligible for the same tuition remission benefits as similarly situated full time employees.

Admission and Academic Requirements, Fees

Eligible employees, their spouses, and their dependent child(ren) must meet all the admission criteria of the university and be admitted by the appropriate Admissions Office.

To remain eligible from one academic year to the next, the employee, their current spouse or dependent child(ren) must be in good academic standing (2.00 cumulative GPA for undergraduate students and 3.00 cumulative GPA for graduate students). The employee, their current spouse and/or dependent child(ren) must also successfully complete (D grade or better) at least 75% of the credit hours for which they were registered as of the first class day. The determination of 75% completion rate is based on the hours taken and completed during the previous summer, fall and spring semesters.

Dependents and spouses who are full-time undergraduate students must earn

a minimum of 24 credit hours each year and can receive tuition assistance for up to five years as an undergraduate student. Dependents and spouses are required to maintain the same **eligibility requirements** as students who receive university grants. Tuition remission for undergraduate students (employee, dependent, or spouse) ceases when the student has attempted or earned 180 undergraduate hours as part of their official transcript.

There is no enrollment deposit for employees, their spouse and/or their dependent child(ren). There is no application or audit fee for employees; however, spouses and children will be charged the usual application and audit fees. The employee or dependent pays all other fees (i.e. technology, student insurance, lab fees, New College Assessment of Prior Learning, parking permits, etc.). The student is responsible for payment of semester fees to the Office of Student Financial Services based on published deadlines provided during the registration confirmation process.

Tax Implications

The tuition remission value that is used for taxation purposes is based on registered courses as of the published Last Day to

Drop Unrecorded (administratively referred to as the Official Headcount Date). If, after the published Last Day to Drop Unrecorded, a student drops a course or a Dean approves a Petition for Schedule Adjustment granting a retroactive drop, the full value of the dropped course(s) will remain part of their tax liability, if any.

Under IRS regulations, undergraduate tuition remission is currently a tax-free benefit; however, this tax-free exemption is subject to change at any time.

Under IRS regulations, graduate level tuition remission is currently a taxable benefit. As of January 1, 2007, the first \$5,250 of an employee's graduate level tuition remission received within a tax year is "tax-free". This tax-free exemption is subject to change at any time. The tuition remission value that exceeds any tax-free exemption increases the employee's total annual salary and is taxed accordingly. If an employee's spouse or child(ren) receives tuition remission for graduate courses, 100% of that value increases the employee's total annual salary for tax purposes.

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Tuition Remission *(continued)*

Generally, the tax free limit is reached when the second class is taken during a calendar year (January through December). When taxes are owed, the “imputed income” will be allocated equally across the months in the semester, generally four. To estimate your extra tax liability, please refer to IRS Notice 1036 for the year in question. Contact the IRS at (512) 499-5127 or your tax advisor if you have additional questions.

Employees are strongly encouraged to discuss all questions related to tax liability with their accountant or tax advisor.

Procedure to Apply for Tuition Remission

Students must complete a Tuition Remission Enrollment Form available in the Office of Student Financial Services (Main Bldg. 204). The form requires the student indicate which session(s) and in how many credit hours s/he intends to enroll. The form must be returned to Student Financial Services at least one month prior to registration.

Just as with any other form of institutional assistance, the Office of Student Financial Services determines eligibility (i.e. verifying employment, good academic standing, and academic progress). Good academic standing and satisfactory policies for tuition remission are the same policies used in awarding any other form of financial assistance.

Miscellaneous Information

Tuition remission is an employee fringe benefit but if an employee, spouse, or child(ren) is applying for financial assistance, any tuition remission received is considered part of the financial assistance package. Dependents may be eligible for other university scholarship and grant awards. The combination of tuition remission and these awards will not exceed the annual cost of full-time undergraduate tuition by more than \$2,000 per academic year (\$1,000 per semester). This amount will be pro-rated for part-time students.

Auditing Information Technology Courses

Benefits-eligible faculty and staff of St. Edward’s University may audit professional education courses offered at and by the Professional Education Center (PEC) on a space-available basis for only the cost of books and materials. In all cases, paying students will have enrollment priority. Faculty and staff may audit only when space not filled by paying students is available.

To audit a PEC information technology course or program, contact the Director of the Professional Education Center. The current schedule of information technology courses available at the PEC. Participation in this program does not require the employee to submit the tuition remission application.

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Tuition Remission *(continued)*

Scheduling Classes

Employees are not permitted to take classes during their normal working hours or during any breaks in their normal working hours (including lunch or dinner breaks).

Tuition Remission After Termination of Employment

Retired employees and their spouses are entitled to unlimited free courses. The tuition remission policy in effect at the time of retirement will apply to the child(ren) of an eligible retiree.

Permanently and totally disabled employees, their spouses and eligible children are entitled to receive the same tuition remission benefits for which they were eligible at the time the employee separated service because of the disability.

Unmarried spouses and eligible children of deceased employees are entitled to receive the same tuition remission benefits for which they were eligible at the time of the employee's death while in active service.

Disabled employees and the eligible dependents of disabled/deceased employees must show written evidence of their eligibility for tuition remission at the time of registration. This statement of eligibility will be in a letter format signed by the Director of Human Resources or one of the Administrative Officers.

Employees who become ineligible for tuition remission after the first class day may complete the course(s) for which they registered without a loss in benefits only for the remainder of that semester.

Tuition Exchange Benefit for Children of Regular Employees

Tuition Exchange is open to children of full-time regular employees who have at least three years (thirty-six months) of continuous, eligible service. Children interested in participating in this benefit during the Fall semester must make application to St. Edward's Office of Student Financial Services by December 1st of the preceding year.

There are only a very limited number of slots each year and participants will be selected based on their parents' regular seniority. Eligibility for the program ceases at the end of a semester in which the employee separates service or changes to a non-benefits eligible status. Contact the Office of Student Financial Services for additional information on these programs or to request the Application for Tuition Exchange Program form.

The Tuition Exchange (click on "About – Overview") www.tuitionexchange.org

The Council of Independent Colleges Tuition Exchange Program (click on "Tuition Exchange Program") www.cic.org

Catholic College Cooperative Tuition Exchange (click on "Program Information") www.cccte.org

7/1/2013

Student Financial Aid for Adult Children of Regular Employees

Adult children, 25 years of age or older, of regular employees and retirees who apply for financial aid and demonstrate need, are eligible for favorable treatment in the packaging of financial aid to meet that need. The grant component of the aid package will be calculated as follows:

1. For needy adult children of full-time regular employees with 5 or less years of service the aid package will include an SEU grant of 50% of tuition, not to exceed need.
2. For each year of service thereafter, the SEU grant portion of the aid package will increase 10% to a maximum of 75% of tuition at year eight.

To begin the application process for this program, the student must complete and submit the Free Application for Federal Student Aid (FAFSA) and the Tuition Remission for Adult Students form to

the Student Financial Services Office (Main Building, Rm. 204). The FAFSA is available at www.fafsa.ed.gov (federal school code #003621) and the adult student remission form is available at <http://think.stedwards.edu/studentfinancialservices/forms0>. For more information about the application process, contact Student Financial Services at 512-448-8523 or at seu.finaid@stedwards.edu.

Definitions of eligibility, regular employment, children, etc. appear elsewhere in this Handbook.

Note: Full-time regular employees with children under the age of 25 should review the Tuition Remission Benefits policy for eligibility and benefits information.

7/1/2013



Worker's Compensation Insurance

The university provides worker's compensation insurance (WCI) to all employees for work-related injuries and illnesses. Employees who are injured or become ill arising out of or in the course of their employment should follow the guidelines and procedures in the [Reporting Workplace Injuries](#) policy.

Benefits

At no cost to the employee, worker's compensation insurance (WCI) will pay all reasonable medical expenses incurred as a direct result of injuries sustained during the normal course and scope of an employee's job. In addition, WCI provides weekly compensation for employees who lose time from work and death benefits for employees who die as a result of on-the-job injuries.

Reporting and Treatment of Work-related Injuries

See [Reporting Workplace Injuries](#) policy.

Return to Work

Any absence from work must be authorized by the employee's treating physician. Modified duty may be provided by certain departments within the university for employees that can come to work but must temporarily alter their tasks. Modified duty is handled on a case-by-case basis depending on the recommendations of the treating physician and the nature of work available.

Employees on worker's compensation leave are responsible for keeping their supervisor and Human Resources informed of their work status. All disability documentation from the physician noting the employee's dates absent from work and the diagnosis of the injury or illness must be provided to the supervisor and Human Resources immediately.

When an employee is able to fully return to work, written clearance from the treating physician documenting that the employee is fully capable of performing regular job duties must be provided to Human Resources and the supervisor.

When an employee is able to return to work on or before the next regularly scheduled workday after the on-the-job injury was sustained, the employee will not lose any pay or benefit time as a result of the injury. Regular employees who incur additional absences as a result of their on-the-job injuries must use sick or annual leave or be placed on leave of absence without pay if no paid leave is available. If eligible, absences due to on-the-job injuries will count toward Family Leave (see "Family Leave" policy). Under no circumstances will an employee be permitted to draw WCI weekly benefits at the same time s/he is drawing sick leave or annual leave pay.

Generally, employees who are unable to return to work, with or without reasonable accommodation, because of medical limitations within one year of the work-related injury or illness, will be placed on disability retirement if eligible, or separated from service if not eligible. If the employee declines a modified duty assignment, his/her job will be held for twelve weeks or when Family Leave is exhausted, whichever is earlier.

7/1/2013

Retiree Benefits

Definitions

Regular Retiree:

Employee whose adjusted employment date is on or after 11/1/93, and whose combined age and regular service equals or exceeds 80 with a minimum requirement of 55 years of age and 15 years of regular service.

Example: Age 60 + years service 20 = 80.

Grandfathered Regular Retiree I:

Employee who is at least 55 on 10/31/93 and whose adjusted employment date is on or before 10/31/93, and who has 15 or more years of regular service on the last day of active employment.

Grandfathered Regular Retiree II:

Employee who is less than 55 on 10/31/93 and whose adjusted employment date is on or before 10/31/93, and who has 15 or more years of regular service and who is age 55 or older on the last day of active employment.

Disabled Retiree:

Employee receiving Long Term Disability insurance benefits who is expected to be permanently and totally disabled. Such individual is treated as the appropriate retiree above as long as the fifteen-year minimum service requirement is satisfied. Minimum age requirements are waived.

Surviving Dependent:

The spouse and/or child(ren) of a retiree who dies while in retirement or the spouse and/or child(ren) of a regular employee eligible for retirement who dies while in active service.



Retiree Benefits (continued)

Benefits

All regular retirees are eligible for the following benefits:

1. Retirement plan payout (see carrier(s) for more detailed list of options)
2. University email account
3. Retiree identification card which serves to establish eligibility for 4, 5, and 6 below (Hilltopper Card Office)
4. Free pass for retiree and spouse to athletic events
5. Employee discounts at Mary Moody Northen Theatre
6. Continued library privileges for retiree and spouse
7. Continued access to the Employee Assistance Program
8. Medical continuation plan as provided by the Consolidated Omnibus Budget Reconciliation Act, 1986, as amended
9. The same tuition remission benefit for children as any similarly situated active employee
10. Unlimited free courses for retiree and spouse
11. Space to work when on campus (faculty retirees only)

The following categories of Retirees are also eligible to continue in the St. Edward's University group medical plan as indicated below:

A **Regular Retiree** may continue in the appropriate SEU retiree group medical plan by paying the entire premium.

A **Grandfathered Regular Retiree I** may continue in the appropriate SEU retiree group medical plan at retirement time. Prior to age 65, the retiree must pay the entire premium. Beginning with the first of the month following the month in which the retiree attains age 65, the retiree is eligible to receive the same employer-paid premium sharing as a similarly situated active employee.

A **Grandfathered Regular Retiree II** may continue in the appropriate SEU group medical plan at retirement time. Prior to age 65, the retiree must pay the entire premium. Beginning with the first of the month following the month in which the retiree attains age 65, the retiree is eligible to receive employer premium sharing up to \$200 per month, as adjusted, not to exceed the employer-paid premium sharing for Grandfathered Regular Retirees I.

A **Disabled Retiree** may continue in the appropriate SEU retiree group medical plan. The amount, if any, of employer-paid premium sharing is determined by the disabled retiree's adjusted employment date.

A **Surviving Dependent** may continue in the appropriate SEU group medical plan by paying the whole premium. (Surviving child(ren) must meet the definition of dependent under the medical plan).

Adult children of regular retirees who apply for financial aid and demonstrate need may be eligible for favorable treatment in the packaging of financial aid to meet that need. See Student Financial for Adult Children elsewhere in this **Handbook**.

Note: As with other policies and benefits, retiree benefits may be amended by the university at any time.

7/1/2013

Glossary of Terms

Administrative Officer/Official – President, Executive Vice President, Vice Presidents, Associate Vice Presidents, and Assistants to the President.

Appropriate Administrative Officer – The Administrative Officer heading the division of the university in which the employee is working.

Casual Labor – Employment for less than three months on a job that requires minimal skills and training.

Covered Active Duty (FMLA) – In the case of a member of a regular component of the Armed forces, duty during the deployment of the member with the Armed Forces to a foreign country; and, in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in Section 101(a)(12)B of Title 10, United States Code.

Exempt Employee – An employee who is not subject to the overtime provisions of the Fair Labor Standards Act. (See “Employee Status.”)

Extended Illness – An illness in which the employee is continuously absent from work longer than three calendar months. This period of disability begins on the first day an employee both misses work and is under a doctor’s care. If an employee returns to active work for less than 56 hours during this period, then the same or related disability will be treated as continuous.

Fiscal Year – July 1 through June 30

Mid/Middle Manager – An exempt employee with supervisory responsibilities.

Non-Exempt Employee – An employee who is subject to the overtime provisions of the Fair Labor Standards Act. (See “Employee Status.”)

Permanent and Total Disability – A disability arising from illness or injury that prevents an employee from performing the material duties of any reasonable occupation and is expected to so limit the employee for the rest of his/her life.

Regular Employees – Faculty members generally appointed on an academic year contract at one-half time or greater, or exempt/non-exempt, salaried/hourly staff members appointed one-half time or greater for 6 months or longer. Regular employees are eligible for benefits.

FSA – Flexible Spending Accounts

FSA Plan Year – January 1 through December 31

SEU/the university – St. Edward’s University, Inc.

Temporary Employees – Employees who are appointed for less than 6 months.

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