



Marymount University Employee Handbook
Marymount University

PREAMBLE

The Marymount University's HR Policies and Procedures Manual (HR PP Manual) is a reference guide for ALL EMPLOYEES: staff, faculty and administrators that is designed to provide accurate and timely information on University policies that relate to the employment relationship with the university.

The goal of this Manual is to be both current and consistent with Federal employment laws and regulations, and the best available evidence supporting the discipline of Human Resources Management.

Administrators, faculty, and staff are encouraged to use this Manual for consistent application of University policies. Most policies apply universally across employee categories, however exceptions exist and are duly noted as such. Alternative documents of the University including, but not limited to, the Full-Time Faculty Handbook, Part-Time Faculty Handbook, and Student Handbook are referenced for additional and/or appropriate policy information.

Changes to the Manual

The Manual and the policies, procedures and benefits described herein are intended to be dynamic, that is, subject to ongoing review. The University reserves the right to amend, modify or terminate policies, procedures and benefits plans at any time. Consistent with the University's practice of shared governance. Faculty and Staff Councils provide meaningful input to any proposed changes. Approved changes are communicated to all employees.

Table of Contents

<u>MARYMOUNT UNIVERSITY'S STRATEGIC PLAN</u>	6
<u>MU Vision: Building the University of Choice</u>	6
<u>Service Quality Principles</u>	7
<u>MARYMOUNT UNIVERSITY HRS MISSION</u>	8
<u>Human Resource Services Management Philosophy</u>	8
<u>Human Resource Services Mission and Purpose</u>	8
<u>GENERAL UNIVERSITY POLICIES</u>	8
<u>Standards of Conduct and Non-Compliance</u>	8
<u>Employer-Employee Employment Relationship</u>	9
<u>Equal Employment Opportunity</u>	10
<u>Harassment, Discrimination, and Retaliation</u>	10
<u>Harassment via Electronic Messaging and Information Systems</u>	13
<u>Sexual Harassment and Interpersonal Misconduct</u>	14
<u>Protection of Minors and Mandatory Reporting of Suspected Child Abuse</u>	15
<u>Conflict of Interest</u>	15
<u>Consensual Relationships</u>	17
<u>Employee-Student Dating</u>	18
<u>Drug-Free Work Place</u>	18
<u>Drug and Alcohol Usage and Testing</u>	18
<u>Alcohol in the Work Place</u>	19
<u>Americans with Disabilities Act (ADA)</u>	19
<u>Violence in the Work Place</u>	19
<u>Emergency Situations and Emergency Preparedness</u>	20
<u>Emergency and Non-Emergency Transportation Policy</u>	20
<u>Vehicle and Driver Safety Policy</u>	21
<u>Use of Technology Resources Policy</u>	23
<u>Telephone Calls, University Cell Phones and University Address</u>	24
<u>Cell Phone Policy</u>	24
<u>Social Media Policy</u>	24
<u>Bullying</u>	25
<u>Smoke-Free Campus Policy</u>	25

Marymount University Employee Handbook	4
Animals on Campus Policy	26
Service Animal Policy	26
Nursing Mothers Policy	26
CLASSIFICATION AND COMPENSATION	27
Pay Philosophy	27
WAGES AND HOURS	28
Hours of Work	28
Electronic Time Records	28
Maintenance of Time Records	28
Overtime Rules	29
Payday Schedule	29
Payroll Deductions	29
Authorization to Withhold Pay	30
Garnishments and Wage Assignments	30
Paycheck Errors	30
Flexible Scheduling and Work Arrangements Policy	30
RECRUITMENT PRACTICES	31
Overview of Employment Process	31
Recruitment and Hire (Non-Faculty)	31
Recruitment and Hire (Full-Time Faculty Appointments)	31
Advertising	32
Pre-Employment Requirements	32
Immigration Sponsorship Application	32
Conditional Offer of Employment	32
New Employee Orientation and Plan for Retention	32
EMPLOYMENT PRACTICES	33
Employment Categories	33
Employment of Holy Day Observers	33
Introductory Period	34
Employment Verifications	34

Marymount University Employee Handbook	5
Return of Former University Employee to Active Employment	34
Other Worker Classifications	34
Promotion and Transfer of Non-Faculty Employees	36
Licensure, Registration, and Certification	36
Personal Appearance	37
Notification Protocol	37
SEPARATIONS	37
All Separations from Active University Employment	37
Voluntary Separation: Resignation	38
Involuntary Separation from Active University Employment	39
Check Releases	40
Date of Termination	40
LEAVE	40
Annual Leave (Non-Faculty)	40
Holidays	42
Inclement Weather Absence	42
Jury Duty Leave	42
Condolence/Bereavement Leave	43
Sick Leave	43
Sick Leave Bank	44
Shift Differentials	44
Family Medical Leave	45
Disability Insurance Plans	46
Military Leave	46
Faculty Leave of Absence-Without Pay	46
BENEFITS	47
Exempt and Non-Exempt Employees Summary	47
Healthcare Insurance	47
Life and Long Term Care Insurance	47
Disability Benefits	48
Tuition Remission and Exchange Programs	48

Marymount University Employee Handbook	6
<u>RETIREMENT</u>	50
<u>EMPLOYEE RELATIONS</u>	51
<u>Performance Expectations</u>	51
<u>Employee Grievance Procedure</u>	51
<u>STANDARDS OF CONDUCT AND PROGRESSIVE DISCIPLINE PROCESS</u>	52
<u>ABSENTEEISM AND TARDINESS</u>	53
<u>EMPLOYEE DEVELOPMENT AND WELFARE</u>	54
<u>RECORDS MANAGEMENT</u>	54
<u>Recordkeeping Requirements</u>	54
<u>Personnel Records</u>	54
<u>GOVERNANCE</u>	55
<u>Faculty Council</u>	55
<u>Staff Council</u>	55
<u>University Standing Committees</u>	56
<u>DEFINITIONS</u>	56

MARYMOUNT UNIVERSITY’S STRATEGIC PLAN

HR I-1 Marymount University Vision: Building the University of Choice

Marymount Vision Statement	
Marymount University will be known as a comprehensive Catholic University and the institution of choice for students, faculty, and staff. Marymount will distinguish itself through a culture of engagement that fosters intellectual curiosity, service to others, and a global perspective.	
Core Values	Organizational Climate
<ul style="list-style-type: none"> • Excellence – The Marymount community consistently strives for excellence in carrying out the University’s vision and mission. • Integrity – The Marymount community conducts all activities and interactions in an authentic, transparent, and ethical manner. • Professionalism – The members of the Marymount community exhibit professionalism in all their activities and interactions and maintain a sense of accountability. • Diversity –The Marymount community welcomes and values all individuals and recognizes diversity as a source of strength. • Respect –The Marymount community maintains and promotes an atmosphere of mutual respect, cooperation, and civility. • Faith – The members of the Marymount community share a commitment to moral and spiritual growth and, consistent with the Catholic intellectual tradition, are committed to living examined, purposeful lives • Service – The members of the Marymount community actively seek to serve others and advance social justice. 	<ul style="list-style-type: none"> • Encourage a sense of caring and concern for all its members • Instill a feeling of commitment and responsibility to the organization • Create fluid organizational boundaries that promote collaboration and teamwork across the organization • Provide an environment where all community members feel valued and share a sense of purpose and pride • Foster an environment that is open to diverse thoughts, perspectives, and beliefs • Ensure that important information is broadly and accurately communicated and processes that affect the organization and the community are transparent • Recognize and celebrate community members’ contributions and accomplishments • Continually monitor its progress in maintaining a positive institutional climate and living its core values

Marymount University is a Catholic institution of higher education committed to excellence in teaching, learning, scholarship, and service. As such, the University acknowledges these specific core values that guide and govern the actions of its community.

The Marymount community is committed to exemplifying these core values through ethical conduct in all endeavors and interactions. By teaching and modeling ethical behavior, MU builds character and citizenship and prepares its graduates for lives of true personal and professional success. These values apply to all members of the Marymount community, including students, faculty, staff, administrators, Board members, consultants, vendors, and others engaged in business with the University. Each member of the community is responsible for conducting him or herself in accordance with these values and other University policies and regulations. For more information on the MU Strategic Plan: [MU Strategic Plan](#)

HR I-2 Service Quality Principles

We Are Marymount: Our Service Quality Guiding Principle

We foster positive, transparent, collaborative, and cooperative interactions with students, each other, parents, and visitors to be the institution of choice for students, staff, and faculty. *We will:*

- Create a welcoming atmosphere
 - Be friendly, helpful, and caring
 - Demonstrate positive behavior in public areas
 - Smile and offer a warm greeting
 - Approach each encounter with a positive and productive attitude
- Anticipate and meet needs
 - Practice active and careful listening
 - Ask questions for better understanding
 - Look for opportunities for continuous improvement
- Provide accurate and quality assistance
 - Be knowledgeable about the University's organization and operations
 - Be consistent and provide the same quality of service to everyone
 - Attend to the details
 - Respond to all communications within two business days
 - Set and publish Departmental expectations for appropriate resolutions
- Treat others as valued individuals
 - Have a respectful demeanor in all interactions
 - Provide unconditional concern for the well-being of others
 - Encourage and expect the best in everyone
- Provide service in keeping with our Catholic Identity
 - Be committed to serve others
 - Go beyond what is expected
 - Show a sincere interest in helping
- Take personal responsibility and ownership of Marymount and your individual role in it
 - Have pride in the job you perform
 - Believe that what you do matters
 - See the situation through to resolution
 - Present yourself professionally

HR II HUMAN RESOURCE SERVICES MISSION

HR II-1 Human Resource Services Management Philosophy

MU recognizes that people are our most valuable asset, and it is our objective to design personnel programs and activities in order to plan for, acquire, organize, develop, and retain our faculty and staff. These programs and activities include the selection and development of persons with the requisite skills to effectively fill staffing needs; the provision of appropriate compensation and benefits; the development of effective employee relations; the implementation of a broad-based staff education and training program; and adherence to a system of comprehensive employee-centered administration.

HRS management takes place at every level of the organization and is subject to all elements of the management process: planning, organizing, communicating, motivating and oversight. It is the responsibility of all MU employees to help identify management issues and bring them to the attention of the HRS. Where appropriate, such matters, with recommended solutions, shall be referred to, and be reviewed with the appropriate levels within MU and areas for discussion and decisions.

HR II-2 Human Resource Services Mission and Purpose

The policies and practices of Human Resource Services (HRS) support the University's mission, organizational objectives, increase organization and individual productivity, are cost conscious and cost effective, promote a satisfying work environment, and comply with the applicable requirements of accreditation, governmental and voluntary agencies.

It is our goal to have HRS be responsive to the changing values, needs and expectations of the many constituencies served by the University, such as faculty, students, employees, community, government, and education related professional, technical and administrative organizations.

HRS is a strategic partner of MU. As a strategic partner, the staff of HRS with the MU community works to attract and retain faculty and staff who share the Core Values of the University. To achieve this goal, HRS:

- a. Provides a competitive compensation program that rewards excellence
- b. Provides a performance management system that supports and reinforces excellence
- c. Provides opportunities for personal and professional development
- d. Advocates for behavior that supports and reinforces the University's values and climate
- e. Champions a work/life balance culture
- f. Fosters a culture of diversity

HR III GENERAL UNIVERSITY POLICIES

HR III-1 Standards of Conduct and Non-Compliance

Standards of Conduct

In their actions and interactions, members of the Marymount community will be guided by the highest standards of personal and professional conduct to support themselves. Specifically, the members of this community agree to:

- a. Comply with all federal, state, and local laws and regulations, and conduct themselves in accordance with the University's mission and values, policies and procedures, and Code of Ethics;

- b. Strive for quality, efficiency, and effectiveness in all endeavors aimed at achieving MU's mission and goals;
- c. Act honestly and responsibly at all times, holding themselves accountable for their actions;
- d. Maintain and promote an atmosphere of mutual respect, cooperation, and civility;
- e. Commit to the just treatment of others, applying policies fairly and making resources and services equally available to all members of the campus community;
- f. Steward the University resources carefully, ensuring that facilities, equipment, budget dollars, and personal time are used appropriately in support of Marymount's mission and goals;
- g. Refrain from making purchases, or otherwise committing University funds, in order to derive personal benefit;
- h. Respect the privacy of each individual and preserve the confidentiality of University records and other information entrusted to them;
- i. Avoid conflicts of interest, bribery, and coercion, and strive to avoid even the appearance of impropriety in connection with their roles and responsibilities at MU.

Non-Compliance

Commitment to the MU Values and Standard of Conduct includes the responsibility to bring suspected non-compliance to the attention of appropriate University authorities. Members of the Marymount community should contact their immediate manager, the vice president responsible for a specific area or Human Resource Services to report concerns about possible non-compliance. To the extent possible, the identity of the individual making such a report shall be kept confidential; any retaliation for such good-faith reports is a violation of University policy and will result in disciplinary action. There is an online alternative for reporting possible non-compliance that is totally anonymous. The anonymous online reporting alternative is provided through the University's partnership with Ethics Point. For more information, follow this link: [Ethics Point](#)

Ethics Point reports are sent to HRS for review and determination of the most appropriate avenue for investigation and response.

All reports of possible non-compliance with the Standards of Conduct, with the rules and regulations of the University or external regulatory bodies will be investigated and, if the facts warrant, corrective and/or disciplinary action will be taken in accordance with applicable laws and University policies.

HR III-2 Employer-Employee Employment Relationship

Virginia is a "right to work state" and therefore a non-faculty employee's employment relationship with MU is "employment-at-will" unless superseded by State law where applicable. By accepting an offer of employment, each employee voluntarily enters into an employment relationship with MU, and agrees that the employee is free to resign at any time, with or without cause or reason. Similarly, the employee agrees that MU may terminate this employment at any time, with or without cause or reason. The status of the 'at will' relationship can only be changed by written agreement signed by MU's President. The employee should not rely on verbal comments made by anyone in MU as a guarantee for specific privileges, working conditions or future or continued employment. A full-time faculty's employment relationship with the University is specified in Full-Time Faculty Handbook. A part-time faculty's employment relationship with the University is specified in the Part-Time Faculty Handbook.

HR III-3 Equal Employment Opportunity

In accordance with the resolution of the Board of Trustees of MU, it is the policy and practice of the University to recruit, hire and train persons in all job classifications without regard to race, creed, color, religion, sex, age, national origin, sexual orientation, marital status, citizenship, or disability. Objective employment measures are the sole criteria used in hiring decisions.

MU shall ensure that all promotions and transfers are in accord with the principles of Equal Employment Opportunity and shall impose valid requirements in these employment actions. MU shall also ensure that all personnel actions such as compensation, benefits, tuition remission, and social and recreational programs are administered without regard to race, creed, color, religion, sex, age, national origin, sexual orientation, marital status, citizenship, or disability.

It is the responsibility of all employees to ensure that employment related decisions are based upon objective employment criteria.

- a. The Equal Employment Opportunity Policy statement is to be posted in HRS and communicated to all employees.
- b. If an employee feels that an employment decision is made in violation of the above stated policy, he/she shall discuss the issue with his/her Department head.
- c. If the employee is not satisfied with the response, then he/she shall submit the complaint in writing to HRS who shall respond directly to the employee and determine an appropriate response.

HRS shall ensure that the above policy is complied with in all employment decisions. All employee members are required to comply with the Equal Employment Policy.

HR III-4 Harassment, Discrimination, and Retaliation

MU seeks to provide an environment built upon respect that emphasizes the worth of each individual and values diversity. The University is committed to providing an environment in which students, faculty and staff are able to learn and work without any form of verbal or physical harassment. Harassment in any form is an insult to human dignity and fundamentally at odds with the values and mission of MU. The University will not condone or tolerate any verbal or physical conduct that would constitute harassment, including sexual harassment of any member of the University community. All forms of harassment, not only violate University policy, but also violate federal laws and those of the Commonwealth of Virginia and Arlington County. Therefore, all members of the MU community have a responsibility to maintain an environment free from harassment. Allegations of sexual harassment and misconduct are referred to the Title IX Coordinator for assessment and determination of action. The process for the assessment and determination of action is outlined in *Section §HR IV-6*.

It is the policy of MU that all employees and students are free from harassment addressed to individuals or groups because of race, religion, ethnicity, national origin, gender, sexual orientation, age, disability, marital status or veteran's status, or other categories protected by applicable law. The policy also applies to complaints of harassment or discrimination involving applicants for admission or employment, or persons aggrieved by third parties such as contractors, vendors, or sponsors of internships.

MU policy prohibits any form of reprisal or retaliation against any person who has filed a harassment complaint (informal or formal). Reprisals or retaliation against anyone who has participated in an investigation of harassment is prohibited. Faculty and staff or students engaging in reprisals or retaliation will be subject to disciplinary action, whether such acts are implicit or explicit, or committed directly or indirectly. Complaints made in bad faith, malicious accusations or stating false charges will also be subject to disciplinary action. For the full policy, including Retaliation, and The Investigation Process, please see the full HR Policy & Procedures Manual.

Reporting an Incident of Harassment, Discrimination, or Retaliation

MU requires the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Any member of the University community who believes that she or he has been subjected to unlawful harassment, discrimination, retaliation of any kind has the responsibility to report it immediately to her or his manager, or HRS. If the individual is uncomfortable reporting to her or his immediate manager (whether because the manager has committed the harassment or for any other reason), the employee must report the incident to the next higher level of management above the immediate manager or, if the employee prefers, to HRS.

The University is committed to taking all reasonable steps to prevent harassment, discrimination, and retaliation, and will make every reasonable effort to promptly and completely to address and take corrective action. The University cannot take prompt and effective corrective or remedial action unless each individual assumes the responsibility of reporting any incident of immediately to an appropriate managerial employee in accordance with this policy.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, discrimination, or retaliation. Therefore, while no fixed reporting period has been established, MU strongly requires the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his/her behavior is unwelcome and requesting that it be discontinued. While it is desirable for an employee who experiences discrimination or harassment to make it clear to the perpetrator or their manager that the behavior is offensive, such notification is not required.

Any reported allegations of harassment, discrimination, or retaliation shall be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality shall be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

The following are the steps to be taken in regards to reporting an incident of harassment, discrimination, or retaliation:

- (a) Step 1: The complainant will contact and meet with their manager or HRS to explain the complaint. The complainant will also provide a written summary of the complaint. Upon receipt of a written complaint, the manager will review the complaint and may obtain such further information concerning the complaint as necessary. The manager will contact HRS.
- (b) Step 2: After the manager contacts HRS, HRS will work in concert with the appropriate MU officials to determine if an investigation is warranted. If an investigation is not warranted, HRS will notify the complainant.

If an investigation is warranted, HRS will conduct an investigation consisting of interviews of the complainant and the respondent. The complainant and respondent can provide a list of witnesses who may have relevant information. The witnesses must have observed the incident(s) or have relevant information regarding the incident(s). The investigators may interview witnesses who may have relevant information and gather relevant information to inform the investigation.

In addition, when appropriate, HRS can review relevant personnel and other files for information relevant to the complaint. The respondent shall be informed of the allegations and be provided an opportunity to respond in the interview process.

Participants in the investigation or proceedings may not audiotape, videotape, film, photograph or make any type of digital recording of the investigation meetings or proceedings.

- (c) Step 3: At the conclusion of the investigation, the investigative team will prepare a written report that summarizes the information gathered and synthesizes the areas of agreement and disagreement between the parties and any supporting information or accounts. In preparing the report, the investigative team will review all facts gathered to determine whether the information is relevant and material to the determination of responsibility given the nature of the allegation.

Before the final report is finalized, the complainant and respondent will be given an opportunity to review their own statement and, a summary of other information collected during the investigation, including the statements of the other party and any witnesses.

A complainant and respondent may submit any additional comment or evidence to the investigative team within five (5) business days of the opportunity to review the relevant portions of the report.

Upon receipt of any additional information by the complainant or respondent, or after the five (5) day comment period has lapsed without comment, the investigative team will make a finding as to whether there is sufficient information alleged to suggest that a policy violation may have occurred.

If the investigative team determines that there is insufficient information alleged to suggest that a policy violation may have occurred, the complainant and respondent will be notified in writing.

- (d) Step 4: After completion of the investigation, HRS will prepare a report to the Executive Director of HRS of findings, an analysis of the merit of the allegations and a recommendation for action. HRS will submit the report 60 working days after the written complaint has been registered, unless the time period is extended for good cause.

- (e) Step 5: Within 15 working days, the Executive Director of HRS, or designee, shall render a decision regarding the complaint, apprising the complainant of:

- i. HRS findings regarding the validity of the complaint;
- ii. Relief granted;
- iii. Notification to the manager that the matter has been addressed and appropriate action taken;
- iv. Notification to all parties of the matter, appropriate review and action taken.

The complainant will sign the report and indicate agreement or disagreement with the decision within 10 working days. Failure to sign the report will be considered acceptance of the findings.

- (f) Step 6: If there is no foundation for the allegations, HRS will notify the complainant and the respondent. In this event, the complaint will not be made a part of the personnel record of the respondent.
- (g) Step 7: If there is a foundation for the allegations, appropriate responsive or disciplinary action will be taken by the VP of Finance and Administration in accordance with MU's Progressive Discipline Procedure.
- (h) Step 8: Either party may appeal the outcome. Dissatisfaction with the outcome of the investigation is not grounds for appeal. The limited grounds for appeals are as follows:
- i. New information that could affect the finding that was not reasonably available through the exercise of due diligence at the time of the investigation; and

- ii. Material deviation(s) from written procedures that resulted in an unfair outcome.

The appeal shall consist of a plain, concise, and complete written statement outlining the grounds for the appeal. The written appeal must include the grounds for the appeal and be provided to the HRS within five (5) business days of the date of the outcome letter.

Upon receipt of the appeal, HRS will provide the other party notice of the appeal and the opportunity to respond within three (3) business days from receipt of the appeal. In the event that both parties initially appeal the findings, each party will be provided notice and a copy of the other party's appeal.

An appeal is not a new review of the underlying matter. The VP of Finance and Administration shall serve as the Appellate Authority and shall consider the merits of an appeal only on the basis of the two grounds for appeal. Except as required to explain the basis of new information unavailable at the time of an investigation, review of an investigation will be limited to the written Investigation Report and all supporting documents.

The Appellate Authority can affirm the original findings, and/or alter the sanctions, depending on the basis of the requested appeal. If the appeal is based procedures not having been followed in a material manner, the Appellate Authority can ask that a new investigation and/or adjudication occur. In the case of new and relevant information, the Appellate Authority can recommend that the case be returned to the Adjudicator to assess the weight and effect of the new information and render a determination after considering the new facts.

The Appellate Authority will communicate the result of the appeal to the complainant and respondent and HRS within ten (10) business days from the date of the submission of all appeal documents by both parties. Appeal decisions are final.

HR III-5 Harassment via Electronic Messaging and Information Systems

Employees are cautioned that the misuse of e-mail, voicemail, or other electronic messaging systems, may give rise to claims of harassment. Faculty and staff may not generate, should not receive, and must not forward any message or graphic that might be taken as offensive based on race, religion, ethnicity, national origin, gender, sexual orientation, age, disability, marital status or veteran's status, or other categories protected by applicable law. This includes the generation or forwarding of offensive "humor" which contains sexually offensive terms, or terms that are offensive to any race, religion, national origin group, or protected class.

Employees receiving offensive or other unlawfully offensive messages or graphics over MU's technology resources (e.g. MU Gmail, mobile devices, wired and wireless network, computers, software,) should report those messages to their manager or the VP of their area.

MU technology resources and the data generated on, stored in, or transmitted to or from the University remain the property of the University for all purposes. No one is authorized to use any MU technology resource for the preparation, transmission, or receipt of sexually or racially offensive messages or graphics, or for other messages or graphics which might be taken as offensive based on race, religion, ethnicity, national origin, gender, sexual orientation, age, disability, marital status or veteran's status, or other categories protected by applicable law. *The complete University Use of Technology Resources Policy is in Section §HR III-19.*

HR III-6 Sexual Harassment & Interpersonal Misconduct

Sexual harassment, sexual violence, stalking, and intimate partner violence of any form are an affront to the human dignity and fundamentally at odds with the values and mission of Marymount University. Ultimately, each member of the Marymount University community is expected to assume responsibility for his/her conduct, to report behaviors that may violate this policy, and to take reasonable and prudent actions to prevent or stop acts of sexual harassment, sexual violence, stalking, or intimate partner violence.

This policy prohibits a broad continuum of behaviors, all of which constitutes a form of sexual or gender-based harassment or discrimination, sexual violence or intimate partner violence. In general, sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to incapacitation. In general, intimate partner violence includes any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, domestic, or other intimate relationship with that person. Prohibited conduct that may violate this policy includes: sexual assault, sexual exploitation, physical assault, bullying, intimidation and retaliation, and stalking.

The University will not condone or tolerate any verbal or physical conduct that would constitute sexual harassment, sexual violence, or intimate partner violence from any member of the University community. MU will respond according to the severity or pervasiveness of the offense and the threat it poses to the community. Individuals who are found responsible under this policy may face disciplinary sanctions up to and including termination of employment.

The MU community has a responsibility to maintain an environment free from harassment. The University is committed to taking all appropriate steps to eliminate prohibited conduct, prevent its recurrence and address its effects. MU is committed to fostering a climate free from sexual harassment, sexual violence, stalking, and intimate partner violence through clear and effective policies, a coordinated education and prevention program, and prompt and equitable procedures for resolution of complaints that are accessible to all. MU encourages all members of our community to participate in the process of creating a safe, welcoming and respectful environment on campus.

The University will not tolerate retaliation against an individual who makes a report or participates in an investigation. Retaliation, whether actual or threatened, destroys the sense of community and trust that is central to a quality environment. MU policy prohibits any form of reprisals or retaliation and community members engaging in reprisals or retaliation will be subject to disciplinary action, whether such acts are implicit or explicit, or committed directly or indirectly.

The University will make every reasonable effort to stop retaliation immediately, to conduct a complete and thorough investigation of alleged acts of retaliation in a timely manner, to provide remedies to victims of retaliation, and to sanction the perpetrators of retaliation as appropriate.

This policy provides community members with the structure, tools, and guidance to assist those who have experienced or been affected by sexual harassment, sexual violence, or intimate partner violence whether as a Complainant, a Respondent, or a third party. The policy has dual purposes: 1) it serves as a guide for all community members on the expectations Marymount has, preventatively, for sexual communication, responsibility and respect; and, 2) it serves as a measure to determine, after-the-fact, if behaviors trespassed on community values. This policy is not a contract. Rather, it presents the policies in effect at the time of publication and is subject to change by the University at any time.

Sexual harassment, sexual violence, stalking, and intimate partner violence can be committed by any member of the MU community. The University has jurisdiction to take disciplinary action against a Respondent who is a current student or employee.

The University will review the Sexual Harassment & Interpersonal Misconduct Policy on an annual basis in order to capture evolving legal requirements and improve the delivery of services based on a review of each

year's experience by the Title IX Coordinator and Title IX assessment team. For the full policy, including Sexual Harassment, Harassment, Bullying, Cyberbullying, Stalking, Retaliation, Complicity, and Title IX Assessment, please see the full HR Policy & Procedures Manual.

HR III-7 Protection of Minors and Mandatory Reporting of Suspected Child Abuse

Under Virginia law, any persons employed by a private institution of higher education who, in their professional or official capacity, having reason to suspect that a child is an abused or neglected child, are required to report the matter immediately to child protective services. The University also requires that the information be immediately shared with the Title IX Coordinator and the Director of Campus Safety and Emergency Management so that the University can ensure timely compliance with this law and enhance the protection of children.

The University is required to report all suspected child abuse and neglect, including sexual assault, to law enforcement and/or to the Virginia Department of Human Services toll-free child abuse and neglect hotline at 1 (800) 522-7096.

A report should be made as follows:

- a. If a child is in immediate danger, call the police (911)

If there is no immediate danger, call:

- a. Marymount University Office of Campus Safety: (703) 284-1600
- b. Marymount University Title IX Coordinator: (703) 526-6940

**This policy is included in MU's Sexual Harassment and Misconduct Policy (see §HR III-6).*

HR III-8 Conflict of Interest

MU's goal is to avoid not only conflicts of interest, but also any situation that might give rise to questions about MU's integrity. It is critical that MU employees not engage in conduct that constitutes an actual conflict of interest or commitment, or gives the appearance of a conflict of interest or commitment.

Any employee who violates the conflict of interest policy is subject to corrective and/or disciplinary action in accordance with the University Progressive Discipline Process. Instances of deliberate breach of this policy by agents (such as contractors and volunteers) will result in termination of contracts and/or services or dismissal of volunteer assignments. Instances of deliberate breach of policy by officers (such as the Board of Trustees) will be adjudicated in accordance with applicable disciplinary procedures set by the Board of Trustees for its members. For the full policy, including Outside Employment, Employment of Relatives, Fiduciary, and Gratuities/Gifts and Solicitations, see the full HR Policy & Procedures Manual.

Outside Employment

MU strives to provide the best service to our community, and we require the full attention and effort of our talented employees. To this end, MU focuses on shared values, purpose, and vision and neither endorses nor precludes employees' seeking employment outside their positions with MU.

Prior to an offer of employment, all employees must disclose, in writing, outside employment or engagement in consulting for others and receive approval to continue that employment. During the course of employment and prior to the commencement of outside employment or consulting, employees must first seek approval from the University to ensure that the employment would not present a conflict of interest or commitment, potential conflict of interest or commitment, or the appearance of a conflict of interest or commitment. Employees are

required to periodically update outside employment interests when requested by the University. Full-time faculty who are engaged in outside employment will follow the guidelines for disclosure and approval in *Section 1.10.1* of the Faculty Handbook.

Any employee holding a position with another organization must demonstrate satisfactory performance in his or her job responsibilities with MU at all times. All employees are expected to meet the job performance standards established by the University and will be subject to MU's work and scheduling demands, regardless of any other outside work requirements. Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment.

Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

If determined that an employee's outside work interferes with his/her job performance or the ability to meet the requirements of MU at any time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with MU. A refusal to comply with MU's reasonable request to terminate outside employment may result in immediate termination of employment with MU.

Employment of Relatives

A relative of a current MU employee may be hired for a MU position if the employment of the relative does not present a conflict of interest or the appearance of a conflict of interest. For purposes of this policy, a current employee's relatives include his/her spouse, parents, parents-in-law, children, children-in-law, siblings, uncles, aunts, first cousins, step-relations, grandparents, nieces, and nephews, or any other person residing in the same household as the employee.

A relative of a current MU employee may not be hired for a position in *the following situations*:

- a. If there would be a reporting relationship between the related employees.
- b. If one of the related employees would be in a position to control, approve, and/or review financial transactions prepared or performed by the other.
- c. If one of the related employees would have supervisory authority over the other.
- d. If the related employees would be in the same department.

A relative of a current MU employee may be hired for a position if the individuals who are related by blood, marriage, or reside in the same household have no direct reporting or supervisor to subordinate relationships exist.

If two employees marry, become related or develop any other personal relationship where the potential problems noted above may arise, only one of the employees will be permitted to remain in the department unless the potential or actual conflict of interest can be eliminated or managed.

Fiduciary

The members of the University's Board of Trustees and its officers including the President and all Vice Presidents, deans, the heads of academic and administrative departments and certain other designated personnel, are considered Representatives of the University and shall report personal activities and interests which create, or which appear to create, a fiduciary conflict with the interests of the University. A conflict of interest shall be deemed to exist when any of the Representatives (1) is an officer, director, trustee, general manager or other key management employee of any partnership, corporation, trust, organization or other enterprise which (a)

conducts or seeks to conduct business with the University, or (b) may receive, directly or indirectly, material financial or other benefit from knowledge or information which is either confidential or proprietary to the University; (2) owns, directly or indirectly, an interest in more than five percent (5%) of the stock, equity or profits of any entity referred to in (1) above; (3) is in partnership with or has another significant business relationship with any other person covered by (1) and (2) above; or (4) otherwise has an existing or potential financial or other interest which impairs, may impair, or appears to impair the independent, unbiased judgment of such Representative in the discharge of his or her duties to the University.

For the purpose of a fiduciary conflict of interest, the interests of the Representative shall include an interest of their respective family members who are spouses, ancestors, lineal descendants (including adoptive descendants), spouses of lineal descendants and other relatives living in and a part of the same household of the Representative.

According to the Board of Trustees, Conflict of Interest Policy, each year the Representatives are required to disclose in writing any interest, which is or may appear to be in conflict with the interests of the University.

Gratuities/Gifts and Solicitations

The officers, employees, and agents of the University shall neither solicit nor accept gifts or gratuities, favors, or anything of monetary value from students, student's relatives, visitors, or vendors, contractors doing business with, or seeking to do business with MU or parties to sub-agreements.

Unless specifically excepted by this policy, University employees shall not accept non-cash gifts of any type, including materials, services, travel, and attendance at a charitable or similar event as a guest and entertainment at no cost or at unreasonably discounted prices from persons or entities doing (or proposing to do) business with the University.

HR III-9 Consensual Relationships

MU's policy and its commitment to a climate free from sexual and other forms of unlawful harassment is that it is both unwise and inappropriate for MU managerial personnel to have romantic relationships with any subordinate MU employee.

Such relationships have the potential for adverse consequences, including the filing of sexual harassment complaints. Given the unbalance of power in a relationship where one person awards grades or makes promotion or salary decisions, the consensual nature of the relationship is inherently suspect. It is incumbent upon those with authority not to abuse or appear to abuse the power with which they have been entrusted. Should a charge of sexual harassment be brought by a person in a subordinate position, "consent to the relationship" shall not be deemed a sufficient defense or justification for conduct which otherwise would be deemed sexual harassment under the policy of the University.

A romantic relationship in the work place may raise perceptions of bias and favoritism; deterioration of the relationship may give rise to perceptions of harassment or retaliation. Prudence and the best interests of the participants in the relationship and others working with them dictate that if a romantic relationship develops between a MU manager and a subordinate MU employee, the managerial relationship cannot be permitted to continue.

In the event of such a relationship, it is the responsibility of the manager to take the initiative to work with HRS to ensure a resolution that is consistent with this policy. The resolution may require reassignment or employment termination of one of the employees.

HR III-10 Employee-Student Dating

As a University dedicated to fostering the dignity of each person, Marymount University strives to encourage academic excellence, professionalism, respect, integrity, diversity, faith and service. The University seeks to create an environment that is free of exploitation and unlawful harassment or discrimination that undermines the integrity of the institution.

Marymount University prohibits consensual relationships of a dating, intimate and/or sexual nature between faculty or staff and any Student with whom the faculty or staff member is in a direct/power relationship. Furthermore, the University strongly discourages these consensual relationships even when no power relationship exists. This policy is rooted in the recognition that faculty– or staff–Student relationships may be inherently unequal and contain an element of superiority or power. Consensual relationships between faculty or staff and Students may give rise to the perception by others that there is favoritism or bias in educational decisions affecting Students. These perceptions undermine the spirit of trust and mutual respect that is important to the University environment. This policy further strives to provide an environment that is free from [Sexual Harassment and Interpersonal Misconduct](#). Reporting of possible violations of the policy may be made to [Campus Safety](#), [the Title IX Office](#), or through [Ethics Point](#).

HR III-11 Drug-Free Work Place

Federal law obligates MU to make a good faith effort to maintain a drug-free work place. The University prohibits the illegal manufacture, distribution, possession, or use of a controlled substance in the work place. Individuals who willfully violate this policy shall be subject to disciplinary action which shall include the notification of appropriate federal and state agencies as required by law.

It is the University's intent to assist in the rehabilitation of those individuals who suffer from drug and alcohol abuse since such abuse can result in accidents; periods of bad judgment; increased absenteeism and lateness; unsatisfactory position performance; and strained work relationships. Employees who seek advice and treatment or who are referred to the Employee Assistance Provider for substance abuse counseling shall be treated the same as employees having other illnesses and disabilities and covered under the Americans with Disability Act. Confidentiality shall be strictly observed.

If a manager, in their judgment, believes the employee may be unfit for work due to substance abuse action will be taken. For the full policy, please see the full HR Policy & Procedures Manual.

HR III-12 Drug and Alcohol Usage and Testing

MU is committed to providing an environment that ensures the well-being and safety of the University's employees, students, and campus visitors. The University is committed to the protection of employee and student property and the prohibition of any influences that might have a damaging effect upon the orderly, safe, and efficient operations of the University. This Drug and Alcohol Usage and Testing policy is also intended to comply with the Department of Education's Drug-Free School and Campus Regulation. The intent of this Policy is to be proactive and, as far as possible, prevent the hiring and/or continued employment of persons who, due to the use of alcohol or illegal drugs, may harm themselves, others, or cause damage to property. For the full policy, including Parameters, Types of Testing, Information and Training for Alcohol and Drug Policy Testing, Commercial Driver's License Drivers in relation to Substance Use, and Test Results, see the full HR Policy & Procedures Manual.

HR III-13 Alcohol in the Work Place

Generally, alcohol may not be served or consumed by University faculty or staff during primary working hours or while teaching or supervising students. Alcohol may be served or consumed at an officially sanctioned University event by a vendor who is licensed to serve alcohol. Small, informal gatherings that are not official University events and are limited to University employees where alcohol will be served require the approval of the Division VP or the Academic Dean.

When alcohol is to be served during primary working hours of faculty and/or staff involved in the event, employees shall consume alcohol responsibly at any such event and consumption of alcohol must not interfere with the performance of duties and responsibilities related to employment.

Marymount expects all members of its community to abide by applicable state, federal and local laws regarding alcohol use. This includes not serving or providing alcohol to individuals who are not of legal drinking age. Use and abuse of alcohol may subject an employee to disciplinary action. Employees who have reason to believe that another employee is under the influence of alcohol during working hours in violation of this policy should report the concern to the appropriate manager. If a manager receives such a report or otherwise becomes aware that an employee appears to be under the influence of alcohol in violation of this policy, the manager must take appropriate action and must contact HRS. Employees are encouraged to contact the University's Employee Assistance Program for information, counseling and possible referral for alcohol-related concerns.

When an employee confides in HR Services or his/her manager that he/she has an alcohol substance abuse problem, the primary concern of the University is to assist the employee to obtain help to overcome the problem. When an employee is unwilling to accept assistance or acts in ways that affect the welfare of others adversely, the University has no choice but to take severe disciplinary action, such as suspension or dismissal.

HR III-14 Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act of 2008, known as "ADAAA", are federal laws applicable to employers with at least 15 employees, which prohibit employers from discriminating against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions and privileges of employment. MU will provide reasonable accommodations to qualified applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may engage in the application process and/or perform the essential job duties of their position.

It is the policy of MU to, without limitation to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC); and not discriminate against qualified individuals with disabilities.

Applicants or employees who require an accommodation due to a disability should contact Human Resources with any questions or requests for accommodation, and MU will address the matter accordingly.

HR III-15 Violence in the Work Place

MU is committed to providing a safe work environment free from violence or threats of violence. The University will not tolerate any form of violence in the work place including verbal or physical threats or violence through intimidation that includes possession of weapons in the work place.

If evidence exists to support an allegation of violence or threats of violence and the offender is an employee, disciplinary action may occur, up to and including dismissal. If the offender is not an employee, other appropriate action will be taken.

When students, faculty or staff have concerns about alleged student violence, they should contact the Office of Student Conduct and Academic Integrity, or Campus Safety for evaluation of appropriate corrective action in accordance with the Student Code of Conduct. For the full policy, including Responsibility and Procedures, please see the full HR Policy & Procedures Manual.

HR III-16 Emergency Situations and Emergency Preparedness

MU is committed to the safety of its students, employees, and guests. In an emergency, taking personal responsibility is key; all MU students and employees should be familiar with MU's emergency preparedness policies and procedures in order to help ensure their own safety and that of others.

The University has emergency plans in place and maintains close contact with the Arlington County and District of Columbia offices of emergency management. MU's dining services provider also has emergency procedures in place, to ensure ongoing provisions for resident students and others on campus.

In a life-threatening situation, dial [911](#). Campus Safety and Emergency Management personnel will automatically be notified.

If you become aware of an emergency situation on campus, dial [\(703\) 284-1600](#) (ext. 1600 from a Main Campus or 4040 Fairfax Drive phone) to reach Campus Safety and Emergency Management personnel, who can summon medical, fire, or police response.

If you are aware of unsafe conditions, do not assume that someone else will report the situation. Call Campus Safety and Emergency Management at [\(703\) 284-1600](#) (ext. 1600 on campus) or Physical Plant at [\(703\) 284-1529](#) (ext. 1529 on campus). For the full policy, including Reporting and Acting in an Emergency, please see the full HR Policy & Procedures Manual.

HR III-17 Emergency and Non-Emergency Transportation Policy

This policy is in place to document the procedure for MU Departments for handling transportation away from the MU campus for emergency or non-emergency situations, including use of MU owned or leased vehicle or commercial taxi cabs.

If the Student Health Center (SHC) is operating and a determination is made by the SHC nurse that the injured/ill person needs urgent attention or assessment, emergency assessment, or treatment outside of the SHC services, the SHC nurse will determine the most appropriate transportation, whether by ambulance or Red Top Cab to the providers listed below.

Always send the person with identification and their primary insurance information/ID card. If at all possible, the person should be accompanied. The escort accompanying the injured person can be of the student's choice or the University can designate an individual. If the SHC is not in operation, proceed to contact 911 and seek emergency transportation immediately.

NOTE: No MU employee or department is to transport an employee, student, or visitor with an urgent or serious medical condition or injury under any circumstances. CALL 911 immediately and notify the Office of Campus Safety and Emergency Management.

For the full policy, including MU Vehicle Transportation, Non-Emergency Procedure, HRS Specific and Procedure, please see the full HR Policy & Procedures Manual.

HR III-18 Vehicle and Driver Safety Policy

MU's Vehicle & Driver Safety Policy establishes guidelines to be followed to protect the safety of individuals operating any motor vehicle on University business. Protecting our employee drivers, their passengers, and the general public is of the highest priority to the University. The commitment of management and drivers is critical to the success of this Policy. Clear communication of and strict adherence to the Policy guidelines is essential.

This policy aims to establish a uniform, University-wide program to: ensure safe operation of University-owned and leased motor vehicles, including golf carts and utility vehicles; ensure the safety of Drivers, passengers and the general public; and minimize the frequency of accidents and reduce the severity of personal injuries and property damage.

a) Drivers are required to:

- a. Possess a current, valid United States driver's license issued by the Department of Motor Vehicles from their state of residence or the District of Columbia;
- b. Attend a University driver safety training course;
- c. Complete the Policy Acknowledgement and Driver Record Release;
- d. Be within the Policy guidelines for approved drivers;
- e. Notify their manager immediately and do not drive if: a) their license is suspended or revoked for any reason; b) they have any illness, injury, physical condition or use of medication that may impair or affect their ability to safely drive a vehicle; c) they have any violations identified as High Risk in this Policy.

FAILURE TO REPORT CONDITIONS NOTED IN DRIVER REQUIREMENTS ABOVE IS A VIOLATION THAT COULD RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING DISMISSAL.

A driver will be subject to termination if his/her license is revoked, unless a suitable replacement non-driving job in the University is available; or may be subject to other disciplinary action if his/her license is only temporarily suspended.

For the full policy, including Department and HRS Responsibilities, Types of Vehicle Use Permitted, Driver Safety, Driver Selection, Driver Training, Accident Recordkeeping, Vehicle Accident Reporting, Vehicle Inspection and Maintenance, and Golf Cart and Utility Vehicles, please see the full HR Policy & Procedures Manual.

Driver Safety

Safety Belts: The Driver and all occupants are required to wear safety belts when the vehicle is in operation or while riding in a vehicle. The assigned Driver is responsible for ensuring all passengers wear their safety belts.

Impaired Driving: The Driver must not operate a vehicle at any time when his/her ability to do so is impaired, affected, influenced by alcohol, illegal drugs, prescribed or over-the-counter medication, illness, fatigue or injury.

Traffic Laws: Drivers must abide by all federal, state and local motor vehicle regulations, laws and ordinances including those that pertain to mobile phones and electronic devices.

Vehicle Condition: Drivers are responsible for ensuring the vehicle is maintained in safe driving condition. Use the Vehicle Inspection form to document any vehicle issues and report these issues immediately to the department manager. Drivers of daily rentals should check for obvious defects before leaving the rental office/lot and, if necessary, request another vehicle if the driver deems the first vehicle unsafe.

Distance Driving Limitations: The University recognizes that Drivers may periodically be required to drive long distances in either University-owned vehicles, leased vehicles or, occasionally, personal vehicles for University-sponsored sporting events, activities and other University business. To maintain driver safety and awareness on these long trips, the length of combined driving and event participation time should be limited, multiple qualified Drivers should be used and a ‘co-pilot’ passenger is strongly recommended.

Transportation of Others: University employees should not use their personal vehicles to transport other University employees or students. To do so may involve employee personal liability for injury or accident during transit.

Motorcycles: Drivers are prohibited from using motorcycles when traveling on University business.

General Safety Rules: Drivers are not permitted to:

- a. Pick up hitchhikers.
- b. Accept payment for carrying passengers or materials.
- c. Use any radar detector, laser detector, or similar devices.
- d. Push or pull another vehicle, or tow a trailer.
- e. Transport flammable liquids or gases unless a VDOT or UL approved container is used, and only then in limited quantities.
- f. Use of burning flares is discouraged. The preferred method is the use of reflective triangles.
- g. Assist disabled motorists or accident victims beyond the Driver’s level of medical expertise. If a driver is unable to provide the proper medical care, he/she must restrict his/her assistance to calling the proper authorities. Your safety and well-being is to be protected at all times.

University and Personal Property: Drivers are responsible for University property such as portable computing and communications devices (iPhone, pager, iPad, laptop, etc.), work papers and equipment under their control. The University will not reimburse the driver for stolen personal property.

Prohibition against Distracted Driving: MU expects its drivers to comply with applicable laws regarding safe driving. To that end, MU prohibits drivers while driving, from talking, texting or emailing on mobile phones or electronic devices (cell phone) without using a hands-free device, during work hours or for any work-related purposes. Failure to comply with this policy may constitute grounds for disciplinary action up to and including termination.

Vehicle Accident Reporting

Drivers will take the following actions when there are injuries to persons and/or damage to other vehicles or property:

- a. If possible, move the vehicle to a safe location out of the way of traffic.
- b. Call 911 for medical attention if anyone is hurt.
- c. Complete a Vehicle Accident Report. Secure the names and addresses of drivers and occupants of any vehicles involved, their operator’s license numbers, insurance company names and policy numbers, as well as the names and addresses of injured persons and witnesses.
- d. **DO NOT DISCUSS FAULT WITH, OR SIGN ANYTHING FOR, ANYONE EXCEPT AN AUTHORIZED REPRESENTATIVE OF THE UNIVERSITY, A POLICE OFFICER, OR A REPRESENTATIVE OF THE HARTFORD, OUR INSURANCE COMPANY**
- e. Immediately notify your manager or department head who will notify HRS and Risk Management.

- f. Risk Management upon receipt of the Vehicle Accident Report and related police report or other documentation will coordinate the insurance claims process. Do not have the vehicle repaired until you receive authorization from our University insurance carrier or from Risk Management.

If there is a theft of or damage to the University vehicle notify the local police department, if available, to document the incident. Complete the Vehicle Accident Report with information and photographs available and submit it to Risk Management and immediately notify your manager or department head.

Golf Cart and Utility Vehicles

Golf carts and utility vehicles are used in the conduct of University business. In general, all of the policies with respect to operating other University vehicles apply to these off-road vehicles. Specifically the following apply to University golf cart and utility vehicles:

- a) **Driver Eligibility** - Operators must follow the same Driver eligibility rules as noted for other University vehicles.
- b) **Training** – Drivers must complete an online training and safety review.
- c) **Cart/Utility Vehicle Safety**
 - a. Driver and passengers will wear seat belts, if available.
 - b. Occupancy of vehicle will not exceed number of seats.
 - c. Occupants will remain seated and keep all body parts within the vehicle at all times, when in motion.
 - d. Driver will not exceed 15 MPH.
 - e. Driver will drive straight up or down a slope to avoid tipping over.
 - f. Pedestrians always have the right of way.
 - g. Vehicle will not be overloaded.
 - h. Vehicle will not be driven off campus on local roadways.
- d) **Vehicle Maintenance** – Departments will ensure the golf cart or utility vehicle is always maintained to manufacturer specifications and is secured safely when not in operation.

HR III-19 Employee Use of Technology Resources Policy

All users have the responsibility to use MU technology resources in an efficient, ethical and legal manner, consistent with the goals of the University. Faculty, Staff, affiliates and consultants/contractors are expected to abide by the following policies which are intended to preserve the utility and flexibility of University resources, protect the rights and work of students, employees, and preserve the right to access resources to which the University is connected. These policies operate in conjunction with the University's Code of Ethics. These policies are representative but not all inclusive, and also applies to the use of personal technology devices when being used for University business and/or when it is being used to capture and/or communicate University subject matter. Individual MU computer laboratories may post additional operational rules and restrictions that are considered part of this policy. Users are responsible for reading and following these rules.

MU also maintains computerized data on students, personnel, and financial records that are integral to the administration of the University. The University has the responsibility to manage this data and to provide the security necessary for its use.

Violations of this policy may be treated as violations of University policy and/or as violations of civil or criminal law. ITS will investigate apparent or alleged violations of these guidelines. The Executive Director of ITS reserves the right to immediately suspend user privileges pending investigation of a suspected violation of this policy. Such action will be taken to protect the security and integrity of all University technology resources and will take precedence over its impact on the individual's work.

For the full policy, including Access, Responsibility of Every User, Procedures of Employee Departure, Facilities, and Enforcement, please see the full HR Policy & Procedures Manual.

HR III-20 Telephone Calls and University Address

The University's telephone services are primarily used for University business. Personal calls should be kept to a reasonable minimum except in an emergency. The University's address is not to be used by employees as their home address whose position does not require residence.

HR III-21 Cell Phone Policy

The purpose of this policy is to simplify MU's cell phone and data service program, which will result in all users having both freedom of choice and personal responsibility for their cell phone or device plan. It will also enable the University to comply with Internal Revenue Service (IRS) rules regarding the taxability of employee cell phones and devices.

Personal cell phones have become commonplace for many people and incidental use of a personal cell phone for University business is considered routine and will not be paid by the University. In addition, the University will no longer own cell phones or data devices for the use of individual employees, with limited exceptions as defined in section (E). Instead, employees whose job duties include the frequent need of a cell phone or data device may receive extra compensation, in the form of a taxable allowance, to cover business-related costs.

For the full policy, including Allowance Request, Allowance Approval Process, Plan Allowance, Support for Cell Phones or Devices, Policy Exceptions, and Reimbursement, please see the full HR Policy & Procedures Manual.

HR III-22 Social Media Policy

As an employee of MU, be aware that you are responsible for the content you post and that information. Use privacy settings when appropriate. Remember, the Internet is immediate and nothing posted is ever truly private nor does it expire. Be respectful of others. Think of what you say online in the same way as statements you might make to the media or e-mails you might send to people you do not know.

Always be fair and courteous to fellow associates, customers, members, suppliers or people who work on behalf of MU. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, or that might constitute harassment or bullying.

Maintain the confidentiality of MU's trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

Express only your personal opinions. Never represent yourself as a spokesperson for MU. If MU is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of MU.

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager. Do not use MU e-mail addresses to register on social networks, blogs, or other online tools designed for personal use.

Incidents of work place harassment and discrimination by employees should be reported to HRS and investigated regardless of whether it occurs in person or online. Inappropriate conduct online is just as serious as inappropriate conduct in the work place.

MU strongly discourages supervisors and managers from “friending” or obtaining access to employee’s personal online information when it is not work-related and there is no business necessity. While maintaining personal relationships with employees is important from an employee relations standpoint, the sensitivity of the type of information available on social networking sites and the risks associated with employer access to such personal employee information may create work place conflicts. For the full policy, including Virginia Law, and Use of Social Media, please see the full HR Policy & Procedures Manual.

HR III-23 Bullying

This policy reaffirms MU’s commitment to provide a work environment that is safe and healthy and reflects the highest level of ethical and respectful conduct. This policy applies to all MU’s managers, employees, customers, vendors, applicants and independent contractors. This policy applies at all MU locations, MU sponsored social or other events, as well as activities at which you represent MU, and prohibits conduct often referred to as bullying that is intimidating, hostile, verbally or physically abusive.

MU defines bullying as deliberate abusive behavior, either direct or indirect, whether verbal, physical or psychological, conducted by one or more persons against another (or others) that impacts the person or person’s ability to do their job. This means behavior that is rude or unprofessional, insubordinate, threatening, intimidating, and/or disrespectful to a manager/manager, coworker, customer, student, visitor, or vendor. Any such conduct may result in discipline.

Context is important when considering whether conduct rises to the level of bullying. Bullying may be intentional or unintentional and has the effect of demeaning, intimidating or humiliating individuals or as a group. Bullying behavior is often part of a pattern, but can also occur as a single incident. The key consideration is how the conduct is received and perceived by the recipient. For the full policy, including Complaint Procedure, Consequences, and Retaliation, please see the full HR Policy & Procedures Manual.

HR III-24 Smoke-Free Campus Policy

Marymount University is a Tobacco-Free Campus and therefore prohibits smoking and the use of smokeless tobacco products and electronic cigarettes on all Marymount University property. The policy applies to all employees, students, contractors, vendors, and visitors to campus. This policy is in the interest of promoting the health, well-being and safety of students, faculty, staff and campus visitors.

The enforcement of this policy is a shared responsibility. All managers, department heads, deans, VPs, and the University president are directly responsible for assisting with the enforcement of this policy, and all community members will be asked to observe and assist in the enforcement. The offices of Campus Safety and Emergency Management, Student Conduct, Campus and Residential Services, and HRS will play a critical role in communicating information related to this policy and managing the enforcement procedures.

Violations to this policy should be reported to Campus Safety and Emergency Management, Human Resources or the appropriate Department Head or Division Vice President. Repeat offenses may be referred for progressive disciplinary action as identified in *Section §HR-XIII*.

HR III-25 Animals on Campus

The purpose of the Marymount Animals on Campus Policy is to maintain a safe environment and clean campus. The University prohibits individuals from bringing dogs or other pets inside any University-controlled buildings, except for service or police animals. Domesticated pets are permitted outside on campus grounds when leashed and properly attended at all times.

Marymount University follows Arlington County Code, Chapter 2, which enforces and regulates animals in Arlington County. The full policy can be found at: [Arlington County-Code-2-Animals-and-Fowl](#)

If any pet or other animal is unleashed and/or unattended on campus or a non-service animal is discovered in any University controlled buildings, Campus Safety and Emergency Management should be contacted. Campus Safety and Emergency Management is responsible for contacting Arlington County Animal Control for help in securing the pet or other animal and transporting them off of campus.

HR III-26 Service Animal Policy

In accordance with applicable laws and regulations, MU generally allows ADA-defined service animals to accompany an individual with a disability into buildings, classrooms, residence halls, meetings, dining areas, recreational facilities, activities and events. The service animal must be accompanied by an individual for whom the animal is trained to provide a specific disability-related service. The University may not permit service animals when the animal poses a substantial or direct threat to health and safety. On a case-by-case basis, the University may or may not permit service animals when the presence of the animal constitutes a fundamental alteration to the nature of the sponsored program or service.

Staff and faculty with service animals are strongly encouraged to contact the University's Employee ADA Coordinator, located in the HRS office. For the full policy, including University's Right to Inquiry, Animal Responsibilities, and Removal of Animals from Campus, please see the full HR Policy & Procedures Manual.

NOTE: *Conflicting Disabilities* - Some students, faculty, and/or staff may have allergic reactions to animals that are substantial enough to qualify as disabilities. The University's Office of Student Access Services and HRS will consider the needs of all parties in meeting its obligations to reasonably accommodate all disabilities and to resolve the problem as efficiently and expeditiously as possible.

HR III-27 Nursing Mothers Policy

In recognition of the well-documented health advantages of breastfeeding for infants up to age one and mothers, MU provides a supportive environment to enable breastfeeding faculty and staff to express their milk during work hours. This includes a University wide lactation support program administered by HRS office. This policy shall be communicated to all current employees and included in new employee orientation training. Prenatal and postpartum breastfeeding classes and informational materials are available for all mothers and fathers, as well as their partners (Affordable Care Act, § 4207).

For full policy, including Application, and Employee Responsibilities, please see the full HR Policy & Procedures Manual.

HR IV CLASSIFICATION, COMPENSATION AND PERFORMANCE MANGEMENT FOR STAFF AND ADMINISTRATORS (Non-Faculty)

HR IV-1 Pay Philosophy

The University shall develop and maintain a current position description and criteria based performance appraisal for each staff and administrator title. Position descriptions and criteria based performance appraisals shall be developed by the responsible department head and reviewed and approved by HRS and the VP of Financial Affairs and Administration.

The position description shall specify the objectives, position duties, responsibilities, and specific qualifications. The position descriptions are reviewed periodically and revised as needed to reflect the current position requirements. A position description is made available to each employee at the time of hire, when modified, and upon request.

HRS is responsible for the management of the compensation policy. With guidance from HRS, the department heads shall develop, periodically review and revise as necessary the criteria based position descriptions. HRS shall approve all new and revised position descriptions.

HRS shall maintain a current file (electronic) of the criteria based position descriptions for each title. Additionally, a copy signed by the incumbent and manager will be kept in each employee's personnel file.

For full policies on Classification and Compensation, Position Descriptions, and Performance Management, please see the full HR Policy & Procedures Manual.

Performance Management

The University's annual performance appraisal process provides specific tools and guidance to managers for planning, assessing performance, and making performance pay increase recommendations for non-faculty employees. The University's performance appraisal process is designed to help managers communicate expectations, set goals, recognize accomplishments, and evaluate performance for employees. The performance management process also identifies the employee's developmental needs for the job, and develops a performance improvement plan. The process requires regular and on-going feedback and coaching conversations between a manager and an individual contributor. The focus of the conversations is to communicate performance expectations, discuss performance around those expectations, and jointly establish performance goals.

Performance reviews for non-faculty are conducted annually. All University employees should be made aware of the expectations for their job performance as well as how they will be evaluated for the coming year. Informal quarterly or mid-year performance reviews are optional. The annual performance appraisal process for non-faculty is January 1st through December 31st. HRS will provide timely information about the upcoming year's process and reminders about the appraisal process. The appraisals should be conducted during the month of January and are due to HRS in the month of February. Any salary increases awarded on the basis of performance will be typically effective on July 1st of that year.

Employees who are on leave without pay, leave of absence, continuous FMLA (Family Medical Leave Act), short term disability, and military leave are not considered to be actively at work. Staff who are on leave without pay, leave of absence, continuous FMLA, short-term disability, and military leave during the annual appraisal review process, will receive an annual appraisal upon returning to active employment status. Employees not actively at work on the date that an increase in annual salary would otherwise have occurred, will receive a performance increase effective the date the employee actively returns to work.

An employee who is expected to receive a does not meet expectations performance expectations appraisal, should be given at least eight (8) weeks notice that the unsatisfactory rating will occur. The eight (8) weeks will

provide the employee an opportunity to improve performance. If an employee is on a Performance Improvement Plan, the appraisal process can be temporarily suspended until the employee successfully is removed from the Performance Improvement Plan.

Each fiscal year, a budget is developed which establishes the total amount of money available for performance increases. The budget salary increase amount is expressed as a percentage of the total payroll; however, that increase percentage is not applied across the board to employees. The individual performance contribution is used to determine the appropriate increase for that fiscal year. Managers are responsible for developing recommendations for performance-based increases for employees that are within the parameters of their defined budget. HRS is available to assist with developing appropriate merit pay recommendations.

HR V WAGES AND HOURS

HR V-1 Hours of Work

The University must maintain a 24 hour-a-day, 7 day-a-week, and 52 week-a-year operation in order to provide proper service to the community and its students. Therefore, when individuals accept work at the University, they do so with the understanding that they may be required to work shifts and schedules at any time during those hours of operation.

In all cases, except those of an emergency, managers will be responsible for advising employees under their direction when they are to work; and, insofar as possible, their schedules and shifts shall be maintained. Department heads are responsible for notifying employees under their direction as to the hours that each employee is expected to work. Department heads are responsible for knowing the location of any employee under their direction during the employee's hours of work.

For the full policy, including Working Hours, Work Week and Work Day, please see the full HR Policy & Procedures Manual.

HR V-2 Electronic Time Records

All MU employees are paid bi-weekly, every other Friday. Should the pay date fall on a holiday, payment will be made on the prior business day.

All non-faculty employees (exempt and non-exempt) are required to submit their time electronically via Marynet each pay period. Normal work schedules are auto populated into each employee's time record. Employees sign their time records electronically. Leave balances are available on the time entry screen. Time records can be approved by the designated primary manager or alternate manager.

Time records are due to Payroll the Wednesday following the period ending date. Employees have until 4:59pm to electronically sign their time records. Approvers must approve their employee's time records by 11:59pm.

Time records constitute important documentation of hours worked and ground for payment. As such, time records must accurately represent hours worked, leave taken, etc. The electronic signatures of employee and manager's approval on the completed time record constitute verification that the hours reported are accurate and complete. Knowingly submitting inaccurate time records are subject to disciplinary action up to and including termination.

HR V-3 Maintenance of Time Records (Non-Faculty)

Federal Wage and Hour Law requires that every employer keep accurate records of all time worked by each employee. It is also essential to the Payroll Department that a reliable record be kept of the time worked by each

Cabinet Approval November 2016

employee of MU in order to compute accurately the wages or salary earned by each employee, and to allocate such wages or salary to the appropriate cost centers.

Before any compensation can be paid to an employee, a suitable time record of his/her time worked must be submitted electronically through Marynet. It is the responsibility of the **Employee** to:

- a. All non-faculty employees (exempt and non-exempt) are required to submit their timecard electronically via Marynet each pay period.
- b. Normal work schedules are auto populated into each employee's timecard record. Employees must code their hours correctly.
- c. Timecards are due to Payroll the Wednesday following the period ending date by 4:59pm. All Employees must sign their timecard records electronically by this due date.
- d. Employees that have payroll inquiries must contact either the Payroll Manager or Payroll Assistant.

For the full policy, including Responsibilities of the Time Sheet Approvers and the Payroll Department, please see the full HR Policy & Procedures Manual.

HR V-4 Overtime Rules

MU shall provide approved overtime pay in accordance with legal requirements for non-faculty, eligible employees. Overtime shall be approved only for emergency or unusual situations or when essential to meet operational demands while covering employee vacations, holidays or peak work periods. To ensure that overtime payments are administered consistently.

All overtime work for non-exempt employees is subject to the provisions of the Fair Labor Standards Act and must have the prior approval of the responsible supervisor. Non-exempt employees who work overtime without receiving prior authorization from the responsible supervisor may be subject to disciplinary action, up to and including termination of employment. However, the overtime hours worked will be compensated. For the full policy, including Application of Overtime to Non-Exempt Employees, and the Computation of Overtime, please see the full HR Policy & Procedures Manual.

HR V-5 Payday Schedule

The University maintains one (1) payroll for all employees.

All employees are paid on a bi-weekly, every other Friday. Should the pay date fall on a holiday, payment will be made on the prior business day.

MU offers direct deposit and pay cards for the convenience of our employees. Employees are encouraged to take advantage of the direct deposit and/or pay card options. All employees with direct deposit can access their "Pay Advices Online" via Marynet.

The MyLink Payroll Card Program gives employees the option to receive their pay on a payroll card without the requirement of a bank account.

HR V-6 Payroll Deductions

The University is required by law to make the following payroll deductions for all employees, as applicable, from each employee's bi-weekly compensation:

- a. Federal Withholding Tax (FIT)

- b. State Withholding Tax (Virginia, Maryland, DC, and West Virginia)
- c. Social Security Contribution (FICA): Social Security and Medicare (MEDI)
- d. Garnishments and Wage Assignments

For the full policy, including exceptions to the above payroll deductions, please see the full HR Policy & Procedures Manual.

HR V-7 Authorization to Withhold Pay

Authorization to withhold pay from any employee's regular paycheck shall be documented by the employee, in writing, showing the specific purpose for which the deduction is made. For the full policy, including Specific Payroll Deductions and Relief from Check-Off Deductions, please see the full HR Policy & Procedures Manual.

HR V-8 Garnishments and Wage Assignments

In accordance with the U.S. Department of Labor Wage and Hour Division, a wage garnishment is any legal or equitable procedure through which some portion of an employee's earnings is required to be withheld by an employer for the payment of a debt. Most garnishments are made by court order. Other types of legal or equitable procedures for garnishment include IRS or state tax collection agency levies for unpaid taxes and federal agency administrative garnishments for non-tax debts owed the federal government.

A garnishment or wage assignment requires that the University deduct a percentage of an employee's salary and forward this amount to the creditor toward satisfaction of the balance of the employee's unpaid bill. The law requires that these deductions continue until the employee has left the employ of the University or until the debt has been completely paid. For the full policy, including Garnishments and Wage Assignments, please see the full HR Policy & Procedures Manual.

HR V-9 Paycheck Errors

If any employee feels that an error has occurred in his/her paycheck, he/she should see his/her Department head or Manager. If the Department head or Manager cannot clarify the problem, he/she may contact the Payroll Department, as appropriate, on behalf of the employee. If the Department head is unable to satisfactorily settle the matter, he/she should seek information from the Payroll Department or regarding the resolution of the matter.

HR V-10 Flexible Scheduling and Work Arrangements

The University recognizes the growing demands on staff while at work and the increasing challenge of finding new and better ways of serving students, other customers and meeting the University goals. MU supports fixed flex work arrangements and compressed work weeks to foster a highly desirable and productive work environment that is responsive to these demands and challenge. The University expects that fixed flexible work arrangements and compressed work weeks will increase retention and recruitment of highly qualified staff, maintain staff productivity, and promote employee engagement.

This policy applies to full-time staff. While not all positions will be amenable to fixed flex work arrangements or compressed work weeks, consideration will be reviewed on a case-by-case basis taking into account the departmental needs and the employee's ability to maintain a high level of service. For the full policy, including

ranges of hours available, Fixed Flex Work Arrangements, Compressed Work Week, and Responsibilities, please see the full HR Policy & Procedures Manual.

HR VI RECRUITMENT PRACTICES

HR VI-1 Overview of Employment Process

The goal of the HRS is to provide a highly qualified and dedicated faculty and staff for MU so that a superior educational experience can be provided to the student community, to that end we work to ensure that the most qualified applicants are selected for each position to be filled, for reduction in turnover, for improved performance levels and enhanced job satisfaction and involvement and for the Mission of Marymount University. For the full policy, including Position Assessment, Recruitment of Candidates, Review of Applications/Resumes, The Interview, Assessment, Selection and Position Offer, and References, please see the full HR Policy & Procedures Manual.

HR VI-2 Recruitment and Hire (Non-Faculty)

The University shall recruit, hire and train those individuals, without regard to race, creed, color, religion, gender, age, sexual orientation, national origin, disability, citizenship, or marital status, who possess the required education, skill and work experience to perform the duties of a specific position. The recruitment of individuals to fill specific vacancies is the responsibility of the HRS. Recruitment and hiring shall take place only when a position has been authorized to be filled. Authorization to fill a newly created position within a department (amend the departmental table of organization) and to fill or refill a previously authorized position requires Administrative approval.

It is the policy of MU that applications shall not be accepted from individuals seeking employment, except during periods of active recruitment for specific vacancies. An individual seeking employment is considered an applicant only when, during active recruitment periods, he/she completes a MU application, with a resume attached if applicable.

Under special circumstances that are in the best interests of MU, and only at the direction of the VP, HRS or his/her designee, an application may be accepted from an individual seeking employment during non-active recruitment periods. For the full policy on Position Requirements, New Positions, Replacements, Posting Position Openings, and Qualifications for Employment, please see the full HR Policy & Procedures Manual.

HR VI-3 Recruitment and Hire (Full-Time Faculty Appointments)

The Dean of the School, in consultation with her/his faculty, will identify a search committee including at least three faculty members. It is expected that the committee will represent the program in which the appointment is being made, but this is not required. The committee may consist of faculty from related programs, of faculty from programs that are served by the principal program where the appointment will be made, or of faculty from the University at large. The VP for Academic Affairs has final approval on the constituency of the committee and, in consultation with the Dean of the appropriate school, designates the Chair of the Search Committee. No one who plans to apply for the position may serve on the search committee.

Persons chosen for the search committee will have at least one meeting with HRS and must be familiar with The Search Committee Handbook in preparation for conducting an evaluation of candidates. Interview Guides for Managers is another publication, which will help to insure the integrity of the process. For the full policy, including Application Review, and The Interview Process, please see the full HR Policy & Procedures Manual.

HR VI-4 Advertising

Advertising for all employee searches shall be coordinated by HRS. The cost of advertising is managed through HRS. HRS shall, in consultation with the Point of contact for the vacancy, decide on the choice of media, composition and editing of copy, placement and timing of advertising and screening of responses.

All requests for newspaper advertising must be submitted to HRS by Thursday afternoon at 12:00 noon for weekend placement in print and online copy of The Washington Post. HRS will notify the Point of Contact regarding deadlines for other recruitment sources as appropriate.

At the discretion HRS, telephone inquiries regarding details of advertised vacancies, which are outside of the knowledge base of HRS personnel may be directed to the individual departments. Any exceptions shall be made by HRS. For the full policy, including Procedure for Advertisement, please see the full HR Policy & Procedures Manual.

HR VI-5 Pre-Employment Requirements

All candidates for employment shall be required to have completed the following pre-employment requirements before a conditional offer of employment may be made: Application; Interview; Testing (when appropriate according to the Position Description); and References.

*NOTE: Employees required to hold a Commercial Driver's License (CDL) are subject to pre-employment drug testing (§HR III-12, Section D). For the full policy, including Application, Interview, Testing, and References, please see the full HR Policy & Procedures Manual.

HR VI-6 Immigration Sponsorship Application

MU sponsors employment-based candidates only in exceptional circumstances. Exceptions to this policy will be considered on a case-by-case basis after consultation with the appropriate VP and HRS. Possible exceptions may include only candidates for full-time faculty, administrative faculty (such as Deans or Librarians), or professional positions requiring an advanced degree or its equivalent and of a permanent nature. Sponsorship of a faculty, faculty equivalent, or professional position requiring an advanced degree or its equivalent at MU is an indication that the individual's skills are essential to the function of the institution and reflects an institutional intention to employ the individual indefinitely, and that the position is not time-limited by grants or other funding. For the full policy, including Alternatives for Individuals Who Cannot be Sponsored under the MU Policy, and Use of Outside Attorneys, please see the full HR Policy & Procedures Manual.

HR VI-7 Conditional Offer of Employment

A conditional offer of employment shall be made by the Department Head/Dean under the following conditions: Following the HRS review and/or certification that the candidate for employment possesses the required education, skill and work experience to perform the duties of a specific job classification; Following candidate satisfaction of pre-employment requirements; and Vice Presidential/Presidential approval has been received. For the full policy, including Candidates for Employment, please see the full HR Policy & Procedures Manual.

HR VI-8 New Employee Orientation and Plan for Retention

The success of the newly hired, transferred or promoted employee is the result of careful planning, support and encouragement. A plan for retention and development of the new employee shall be designed by the hiring

manager and the employee to ensure continued integration, growth and productive contribution to the work of the department. The initial orientation of the new employee shall be presented by HRS as scheduled. The departmental orientation of the new employee for the specific position shall take place in the department on the employee's first few days of work and shall be coordinated by the Department Head.

All new employees, except temporary employees hired to work less than four (4) months and part-time employees hired to work fewer than twenty (20) hours per week, shall be required to attend a New Employee Orientation session. For the full policy, including New Employee Orientation, please see the HR Policy & Procedures Manual.

HR VII EMPLOYMENT PRACTICES

HR VII-1 Employment Categories

Regular employees are those individuals who have been hired to fill authorized permanent positions in the University from budgeted funds. Regular employees may be either: Full Time Employees who are hired to work a scheduled work week of 30 hours or greater; or Part Time Employees who are hired to work a scheduled work week of less than the full time hours described above.

Furthermore, full-time or part-time employees are designated as either non-exempt or exempt from federal and state wage and hour laws. Nonexempt employees are paid on an hourly basis and are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are paid an annual salary and are excluded from specific provisions of federal and state wage and hour laws. An employee's Exempt or Nonexempt classification may be changed only upon written notification by University management.

This policy defines the categories of positions which are considered exempt from the wage and hour provisions of the Fair Labor Standards Act (FLSA), as applied at MU. Completely exempt from the minimum wage-hour provisions of the FLSA are those employees engaged in a bona fide executive, faculty, or professional capacity if they meet specific criteria. There are primarily three (3) general categories of positions that are classified as exempt at MU: Administrator (Executive), Faculty, and Other Administrative or Professional Employees. For the full policy, including Criteria for Determination of Exempt Status, Salary Basis Requirement, Circumstances in Which the Employer May Make Deductions from Pay, University Policy, What to Do If an Improper Deduction Occurs, please see the full HR Policy & Procedures Manual.

HR VII-2 Employment of Holy Day Observers

The University shall not prohibit, prevent or disqualify any individual from employment, or otherwise discriminate against any individual in obtaining or holding employment because of his/her observance of any particular day or days or any portion thereof as a Holy Day, in accordance with the requirements of his/her religion.

The University shall not require an employee to remain at his/her place of employment during any day(s), or portion thereof, that the employee observes, as a requirement of his/her religion, as a Holy Day. This includes a reasonable time prior to and subsequent thereto for travel between the employee's home and the place of employment. The University shall allow an employee to leave his/her place of employment at a reasonable time prior to the commencement of his/her Holy Day(s) in order to travel home. The University shall allow an employee a reasonable amount of time to report to work following the conclusion of his/her Holy Day. For the full policy, including Absence and Payment, and Exceptions, please see the full HR Policy & Procedures Manual.

HR VII-3 Introductory Period

Each new non-faculty employee is appointed in an introductory status for the first ninety (90) days of his/her employment. This is a particularly important time for the new employee and for the University, since it allows the employee an opportunity to determine whether MU fits his/her career goals and enables the University to have a period in which managers may monitor and evaluate employee performance. In most cases, the introductory period will last for ninety (90) days from the date of hire, but it is subject to one ninety (90) day extension at the discretion of the University. Employment may end at the option of the employee or the University at any time before the end of the introductory period.

During the introductory period, the manager will discuss the employee's performance with him/her and prepare at least one written performance evaluation. A decision will be made prior to the end of the introductory period about granting extended employee status, extending the introductory period or terminating the employment relationship. During this introductory period, as with any other period of time that an employee works for the University, the "employment-at-will" policy is in place, meaning that either party may terminate the employment relationship with or without notice and with or without cause.

Completion of the introductory period neither guarantees an employee continued employment, nor implies an employment contract. Until the introductory period is successfully completed, the provisions regarding the staff grievance procedure do not apply. Faculty probationary periods and introductory assessments are discussed in the Faculty Handbook. For the full policy, including Extension of Introductory Period, and Termination of "Introductory" Employee, please see the full HR Policy & Procedures Manual.

HR VII-4 Employment Verifications

It is the policy of the University to ensure that employment information available on all employees past and present is communicated in a consistent manner. Individuals receiving employment verification inquiries for former employees must refer all such inquiries to HRS. Only written or faxed requests for references sent to or received by HRS will be acknowledged. Only dates of employment and titles will be confirmed. Salary may be confirmed with written consent from former employee. For the full policy, including Employment Verifications for Current Employees, please see the full HR Policy & Procedures Manual.

HR VII-5 Return of Former University Employee to Active Employment

HRS will determine on a case-by-case basis whether the return of a former University employee to active University employment shall be considered a reinstatement, rehire, or reemploy. For the full policy, including Reinstatement, Rehire, and Reemploy, please see the full HR Policy & Procedures Manual.

HR VII-6 Other Worker Classifications

Contract Workers

Contract workers are contracted from an outside agency (e.g. Sparks, AeroTek), which bills the University for the services performed by such individuals. A department head may request from HRS the services of temporary workers from an outside agency under the following circumstances:

- a. To cover vacancies in authorized positions.
- b. To cover special and/or emergency assignments.
- c. To cover for an employee who is on extended leave.

Except under special circumstances, contract workers from an outside agency are not hired for vacation relief. The cost of personnel not on payroll is charged to each individual cost center. However, the HRS is responsible for ensuring that the hourly costs are kept to a minimum. HRS has the sole responsibility for contacting and making all arrangements for personnel not on payroll.

a) Request for a Contract Worker

- a. A department head wishing to request personnel not on payroll shall submit a request for temporary agency personnel to HRS.
- b. Initial requests and subsequent requests for an extension must be approved by the appropriate department head.
- c. All such requests shall be made and approved for a specific time.
- d. Individuals classified as contract personnel not on payroll shall complete his/her own time card/sheet. The appropriate department head shall verify the hours worked and sign the time card/sheet. The outside agency shall submit a bill to HRS.

Temporary Employees

Temporary employees are those individuals who have been hired for a limited and specified time as an MU employee or who have been hired for a specific project, or who have been hired to replace an employee on leave or vacation or to fill an emergency vacancy due to bereavement leave, illness or emergency family care and who are so informed of the temporary nature of their position at the time of hire.

NOTE: Adjunct Faculty are not classified as temporary employees, nor are they classified as consultants. They fulfill a unique niche in the academic community and are classified as regular part-time employees.

Sponsored Programs Funded or Other Grant Funded Positions

a) Sponsored Programs Positions

Marymount faculty or staff who receive payroll funding either partially or fully funded through a sponsored program are subject to requirements, regulations, policies, and procedures of the Sponsor. The Sponsor can be from a private source or through State or Federal agencies. Faculty and staff who receive payroll funding (partially or fully) through federally-funded sponsored programs are subject to stricter rules and regulations regarding how they spend their time and what they work on during the period of time the sponsored program is active. The period of time when these human resources-related restrictions are in effect will differ per the contract for the sponsored program. Per University policies and procedures governing sponsored programs, all faculty and staff that receive partial or full payroll funding from a sponsored program are considered MU employees and must abide by all University and Sponsor policies, procedures, rules, requirements, and regulations. The Office of Sponsored Programs and the Office of Grants and Contracts oversee University compliance to Sponsor requirements and regulations.

b) Other Grant Funded Positions

Marymount faculty or staff who receive payroll funding either partially or fully funded through a non-Sponsored Program grant are subject to requirements, regulations, policies, and procedures of the Grantor. The Grantor can be from a private source or through State or Federal agencies. The period of time when these human resources-related restrictions are in effect will differ per the contract for the grant program. Per University policies and procedures governing grant funded programs, all faculty and

staff that receive partial or full payroll funding from a sponsored program are considered MU employees and must abide by all University and Grantor policies, procedures, rules, requirements, and regulations.

Student Employment

Marymount University recruits, hires and supports student employees as a retention and a developmental opportunity to provide the student with a professional and work experience. The Center of Career Services is responsible for managing the Student Employment process.

Graduate Assistants

Graduate assistantships are classified in one of three categories for federal reporting purposes: teaching assistants, research assistants, administrative assistants. GAs receive tuition remission based on the number of hours worked on an academic semester basis. A student may be re-appointed as a GA for up to three years, at the discretion of the department.

For the full policy, including Contract Workers, Temporary Employees, Sponsored Programs Funded or Other Grant Funded Positions, Student Employment, and Graduate Assistants, please see the full HR Policy & Procedures Manual.

HR VII-7 Promotion and Transfer of Non-Faculty Employees

This policy applies only to new non-faculty employees. Promotion in rank and tenure for faculty are described in the Faculty Handbook. It is the policy of the University to encourage the advancement of qualified employees. The University makes the effort to place employees in positions that utilize their capabilities, develop their potentials and fulfill their aspirations. Qualified employees who seek advancement in positions with greater responsibilities (promotions), in positions requiring different skills (transfers), or positions with higher compensation will be given the opportunity to apply for University positions as they become available. For the full policy, including Advancement of Employees, Employee Qualifications, Eligibility for Promotion, Position Vacancies, Eligibility for Transfer, Evaluation Period, Transfers into Temporary Positions, and Temporary Assignments, please see the full HR Policy & Procedures Manual.

HR VII-8 Licensure, Registration, and Certification

This policy governs the initial validation, periodic review and maintenance of non-faculty licensure, registration and/or certification as required by Federal, State or local laws, codes, rules and regulation, and/or by certifying professional association or agencies. This policy applies to, but is not limited to, all staff licensed, registered or certified by the Commonwealth of Virginia, the State of Maryland, or the District of Columbia, as may be required by the position description of the employee. HRS requires all staff that are mandated by law and/or the position's responsibilities and duties to maintain the required current valid license, registration and/or certification. A valid current license, registration and/or certification is a requirement for initial and continued employment and/or appointment in the following professional capacities listed below. Initial verification, periodic review and maintenance of all license and registration for these individuals shall be the responsibility of the HRS.

Registered Nurse, Psychological Counselors, any individual who operates a University vehicle, or whose position descriptions requires the operation of any motor vehicle, and other such positions that meet this requirement for employment and/or appointment by the University. For the full policy, including Initial Validation, Continuing Validation, and Failure to Maintain Current Licensure Status, please see the full HR Policy & Procedures Manual.

HR VII-9 Personal Appearance

MU employees are representatives of the University; as such, they are expected to make a professional impression. Employees must, at all times, be neat and polished in both their person and uniform or civilian dress, consistent with their role as educators, service providers, and University representatives.

Those employees whose positions require a uniform will wear the assigned uniform while on duty. For those employees whose positions do not require a uniform, appropriate attire is required. Clothing is to be neat and clean, and personal grooming will be consistent in cleanliness and appearance. Revealing or suggestive clothing is inappropriate for the work place. Additional requirements may be dependent on the department and the position of the employee. Managerial staff shall ensure compliance with this policy. Any employee who does not comply with this policy may be subject to disciplinary action.

HR VII-10 Notification Protocol

Faculty and staff should advise their spouse or next of kin to notify the University in case of death. The death should be reported to Human Resource Services or Dean or Department head. HRS will notify the life insurance and retirement vendor to initiate those benefits. HRS will also notify payroll and the final check will be deposited as it was set up at the time of death.

HR VIII SEPARATIONS**HR VIII-1 All Separations from Active University Employment**

The University recognizes that an employee may separate from active University employment for a variety of reasons which may be broadly categorized as either voluntary or involuntary in nature.

Return of University Property

An employee who separates from active University employment shall return all University owned equipment and/or property charged to him/her in advance of date of issuance of his/her final check. Such equipment or property may include, but shall not be limited to the following: uniforms, locker keys, ID badges and/or cards, laptops, cell phones, credit cards, office keys and materials, supplies or equipment issued or loaned to the employee.

- a. The employee shall be given his/her Employee Exit Procedure Form prior to or on his/her last day of work.
- b. It is the employee's responsibility to return all University owned equipment and/or property assigned or issued to him/her to his/her department head or appropriate designee and to obtain authorized signatures on the Employee Exit Procedure Form.
- c. A completed Employee Exit Procedure Form must be returned to the separating employee's manager on the employee's last day of work.
- d. The manager must attest that all University owned equipment and/or property has been returned and/or accounted for before the end of the employee's last day of work.
- e. The employee will receive a link to an exit survey and must complete the survey or request an exit interview with the Manager of Employment.
- f. The manager must forward a completed Employee Exit Procedure Form to HRS.

Final Check(s)

The manager shall notify all employees separating from active University employment that all final checks shall be distributed by the Payroll Office. This includes the check for time worked up to and including the employee's last day of work and the check for accrued vacation, if any. Issuance of final checks is subject to completion and submission with all necessary signatures of the Employee Exit Procedure Form.

Personnel Action Form (PAF)

- a. The manager shall submit a PAF to HRS for each employee separating from active University employment. The employee's date of separation is the last day worked.
- b. HRS shall indicate on the PAF authorization for last benefits payroll deductions and confirming the delivery of COBRA materials to all eligible employees.

Receipt of Final Check

- a. Once the employee's completed Employee Exit Procedure Form is on file in the Payroll Office, the employee's final check may be released when it is available, which will normally be on the employee's next regular scheduled payday following the separation.
- b. If the employee picks up his/her final check in person, he/she shall be required to sign a receipt form for the check(s).
- c. If the employee chooses to have his/her final check mailed, he/she must confirm this desire on the Employee Exit Procedure Form, indicating the address to which the check should be mailed. The Employee Exit Procedure Form will be annotated with the date that the final check was mailed.
- d. Full-time faculty on 9-month contracts who separate between the fall and spring semesters will be paid the balance of 50% of their annual contract salary. Full time faculty on 10-month contracts will receive 4/10ths of their annual contract salary. Full-time faculty on 12-month contracts will receive salary commensurate with the last day of employment.

Accrued Annual Leave Time

Employees who accrue leave shall be paid no more than their accrual total on the employee's last date of active employment at the University, and under no circumstances shall this amount exceed one calendar year's accrued annual leave.

Records

The manager shall submit the following records HRS for each employee separating from active University employment on the last day of active employment:

- a. A copy of the employee's notice of separation or letter of resignation, if applicable
- b. A final summary regarding the employee's work performance or conduct.
- c. A completed Employee Exit Procedure Form.

HR VIII-2 Voluntary Separations: Resignation

Voluntary separations are commonly referred to as resignations. The employee will give his/her manager written notice of his/her separation. For regular non-exempt employees, the amount of time provided for notice

of separation will be no less than two (2) full work weeks. Exempt personnel are expected to provide no less than one full month of notice.

An employee who gives proper notice is entitled, as a separation benefit, to receive payment for annual leave time that he/she has accrued as of the date of separation, up to a maximum one calendar year's accrued annual leave. For the full policy, please see the full HR Policy & Procedures Manual.

HR VIII-3 Involuntary Separations from Active University Employment

Layoff

As a result of official reorganization or permanent or temporary reduction in the workforce approved by the President. In the event that the University reduces its work force through layoffs, the University will attempt, where possible, to place individuals into other positions for which they may be qualified and, where this is not possible, to provide any possible advice and information to laid off employees. Employees who are subject to layoff are eligible to apply for vacant MU positions for which they are qualified, but the former salary is not guaranteed in the new position. The University makes no provision for seniority or other types of "bumping." For full-time faculty, the retrenchment process is outlined in the 1.9 of the Faculty Handbook.

If the University undergoes a reduction-in-force, then the individuals affected will receive a severance package in accordance with the terms of their contract. Benefits will continue until the end of the month that the termination is effective. The employee may be able to retain health insurance coverage through the Consolidated Omnibus Budget Reconciliation Act (COBRA). The employee may also be eligible for unemployment.

Discharge

Termination of employment for reasons other than lack of work, includes but not limited to, unsatisfactory performance, poor attendance or behavior incompatible with effective conduct of duty, behavior detrimental to the University, incompetence, or disloyalty to the University.

- a. Terminated employees will not receive payment for sick leave earned but not taken by the last official day of work.
- b. Terminated employees will not receive payment for Family/Medical Leave earned but not taken.
- c. Terminated employees will be paid for earned and unused annual leave up to a maximum of one calendar's year of accrued leave.
- d. If an employee is involuntarily separated for gross misconduct, the employee may be eligible to continue their coverage through COBRA. The employee may not be eligible for unemployment benefits.

Involuntary Separation: Discharge during Introductory Period

Any manager wishing to discharge an employee during their introductory period shall communicate this desire at least three weeks prior to the end of the employee's introductory period to HRS which shall advise as to the proper steps to follow to effect such discharge.

- a. An employee may be discharged during his/her introductory period and such discharge shall not be subject to the grievance procedures.
- b. Once an employee has completed his/her introductory period, he/she is considered a regular employee and his/her discharge shall be subject to grievance procedures.

- c. For an employee who is discharged during their introductory period, the manager shall satisfy all clearance procedures.

Under unique circumstances, a manager may recommend an extension of the introductory period for a maximum additional ninety (90) days. HRS shall review the recommendation and determine its appropriateness.

Involuntary Separation: By Reason of Health

At the request of the manager, HRS shall review the personal history records of an employee who incurs frequent absenteeism for reasons of illness or who has a frequent accident history or who has visible evidence of disability which interferes with the performance of his/her position duties.

- a. If necessary, a recommendation shall be made to the employee's manager that the employee undergo a complete physical examination and request a fitness for duty report.
- b. The results of such complete physical examination shall be evaluated, and the evaluation shall be the basis for making a determination regarding the employee's continued employment by the University.

The University will make an effort to accommodate an employee's disability by investigating the possibility of his/her placement into another position title on either a temporary or permanent basis.

An employee who is separated for reasons of his/her health will be entitled to receive payment for vacation, and/or holiday time, or other contractually obligated time, that he/she has accrued as of the date of separation.

The employee and his/her manager will satisfy the requirements of the exit process.

HR VIII-4 Check Releases

The University recognizes that there may be instances when checks are paid to representatives of an active employee, a former employee or a deceased employee. For the full policy on Check Releases, please see the full HR Policy & Procedures Manual.

HR VIII-5 Date of Termination

When an employee terminates employment with the University, the termination date to be indicated on the Personnel Action Form shall be the last day on which the employee actually worked. The final paycheck may be in the form of payment for time worked, vacation, holiday or a combination, and may include any lump sum pay of accrued leave benefits.

HR IX LEAVE

HR IX-1 Annual Leave

It is the policy of MU to grant annual vacations to all permanent, non-faculty full-time employees for the purpose of rest and relaxation. This policy covers the basic vacation allowance for each position, the method of accrual of vacation benefits and the personnel regulations regarding vacations.

Eligibility

An employee begins to accrue vacation leave immediately upon commencement of active employment at the University. The amount of paid vacation an employee receives is determined by his/her position classification (staff, administrator, and faculty), continuous employment and employment status. Each employee's employment anniversary date shall be used to determine the employee's vacation accrual rate.

Accrual

Vacations shall be taken each year, and employees shall not be compensated for vacation time not taken. An employee accrues (becomes entitled to) a portion of his annual vacation entitlement every pay period (twice a month) and no employee is to accrue more than the equivalent of one (1) year of vacation entitlement. An employee may be granted vacation time equal to the number of days already earned to the date such request is made. In no case shall an employee be granted vacation leave in excess of those days that have been earned. Regular, full-time staff employees accrue annual leave based on the following schedule:

	Per Pay Period	Per Year/Cap	Days per Year
First 2 continuous years	3.96 hours	96 hours	12
3 rd year - 7 th year	4.61 hours	120 hours	15
7 th year - 14 th year	5.54 hours	144 hours	18
15 years+	6.46 hours	168 hours	21

Employees whose position title is classified as “administrator” are entitled to one month of paid annual leave that accrues at a rate of 14 hours per month of employment. The maximum accrual or “cap” is 168 hours.

Full-time teaching faculty members’ vacations during the academic year coincide with Fall, Spring and Christmas recesses and holidays in accordance with the annual academic calendar and do not accrue annual leave.

Full-time faculty in Library and Learning Services are entitled to five weeks of paid annual leave that accrues at a rate of 17.33 hours per month of employment. The maximum accrual or “cap” is 208 hours.

Scheduled Vacation and Absence(s) for Non-Faculty

If an employee is absent from work due to an established illness, maternity leave or injury prior to his scheduled vacation, and if such absence extends into the scheduled vacation period, the vacation may be postponed for another period.

If disability due to illness, maternity, or injury begins after an employee commences his vacation, the original vacation shall remain in effect. No part of an employee's scheduled vacation may be charged to sick leave.

Substantial proof of such illness or injury may be requested of an employee upon return to work after any absence caused by such illness or injury prior to and after vacation leave.

Scheduling for Non-Faculty

Annual leave of less than one week must be arranged a minimum one week in advance with the immediate manager in order to be an approved absence. Leave of one week or more must be scheduled and approved at least 30 days before the leave is to begin. Vacation leave may be scheduled by the manager who shall take into account the wishes of the employees and the needs of the department. Where there is a conflict among employees in the choice of vacation time, the conflict shall be resolved in favor of the employee with the greater length of service. The practice of extending vacations by granting unpaid leaves of absence is to be discouraged.

For the full policy, including Rules, Eligibility, Accrual, Entitlement and Absences, Scheduled Vacation and Absence(s) for Non-Faculty, and Scheduling for Non-Faculty, please see the full HR Policy & Procedures Manual.

HR IX-2 Holidays

It is the policy of the University to recognize sixteen (16) holidays per year for all employees. The University grants time off and pays full-time employees for the following holidays:

- | | |
|---|---|
| a. Labor Day Holiday | f. Christmas and New Year's Holiday, over seven business days, varying, depending on calendar |
| b. Columbus Day Holiday | g. Martin Luther King Holiday |
| c. Thanksgiving Holiday; Wednesday prior | h. Good Friday |
| d. Thanksgiving Day | i. Memorial Day |
| e. Thanksgiving Holiday; Friday following | j. Independence Day |

For the full policy, including Eligibility, Rate of Pay for Non-Faculty, Legal Holiday and Scheduled Vacation, Holiday and Scheduled Days of Work, Holiday and Sick Leave, and Weekend Holidays, please see the full HR Policy & Procedures Manual.

HR IX-3 Inclement Weather Absence

In the event of severe weather or other unusual conditions, Marymount University may delay or cancel classes, or close. Under these circumstances, Marymount employees may not be required to report to work. Information about delays, cancellations, and closings will be made available as soon as possible once a decision is made, through a variety of media outlets and through MU Alerts.

Classes and/or events may be cancelled or delayed due to weather or other unusual conditions. In this case, University offices will be open and operations other than classes or designated events will be conducted. Emergency employees* must report for work according to their normal schedules. Other employees who are unable to report for work because of the weather conditions may use "liberal leave" (i.e. they may charge the day to either sick leave or annual leave).

The University as a whole may be closed due to severe weather or other unusual conditions. In this event, all classes and events will be cancelled, and University offices will be closed. Only essential operations will be conducted (security, services for resident students, etc.) during such periods. In this case, emergency employees must report for work according to their normal schedules. All non-exempt, full-time employees (employees scheduled to work more than 30 hours per week) should report the time as "emergency paid leave." The inclement weather premium rate will be paid only if the time of school closing falls within the shift worked or subsequent shifts during closure on the same work day.

*Emergency employees could include designated staff in the following offices: Campus Safety and Emergency Management, Payroll, Physical Plant, Information Technology, Campus and Residential Services, Library and Learning Service and Student Health Center. For the full policy, including how Inclement Weather applies to Exempt Employees, Non-Exempt Employees, and Faculty, please see the full HR Policy & Procedures Manual.

HR IX-4 Jury Duty Leave

It is the policy of the University to ensure that each employee be afforded the opportunity to meet his/her civic responsibility. For the full policy, including Exemptions from Jury Duty, Rate of Pay, and Reimbursement for Jury Duty Leave, please see the full HR Policy & Procedures Manual.

HR IX-5 Condolence/Bereavement Leave

All full-time employees shall be eligible for paid Condolence Leave after thirty (30) calendar days of employment. An employee must have been on active duty status for the period for which the leave is requested. For this purpose, an employee on annual or sick leave is not considered on active duty status. A temporary employee shall be eligible for unpaid condolence leave. For the full policy, including Eligibility, Entitlement, Rate of Pay, and Proof of Death in Family, please see the full HR Policy & Procedures Manual.

HR IX-6 Sick Leave

Sick leave is paid absence granted to eligible non-faculty employees who are unable to work because of illness or injury either on or off the job and who need time off from work for treatment and/or recuperation. Sick leave will not be approved for personal or other reasons of convenience. Faculty do not accrue sick leave.

Eligibility

An employee shall be eligible to receive paid sick leave benefits effective on the first day of the month after completion of one (1) month of continuous active employment. To be eligible for any sick leave entitlement, an employee must be on active duty status. Part-time and temporary employees are not eligible to receive paid sick leave benefits.

Sick Leave and Notification of Department

A non-faculty, employee who is absent due to illness or injury shall notify the manager of such absence.

- a) An employee shall notify the manager of his/her absence at least one (1) hour prior to the start of the work day if the department is open at that time or within fifteen (15) minutes of his scheduled starting time if the department has not been open earlier than the employee's starting time.
- b) If the employee fails to notify his manager of his absence due to illness or injury, the employee may be denied any paid sick leave he/she may otherwise be due. The department head shall be responsible for determining whether the employee had a justified excuse for failure to notify the department of his/her absence.

Sick Leave and Workers' Compensation

If an employee is injured on the job, he/she shall be allowed to draw seven (7) days from his accrued sick leave before becoming eligible for disability/workers compensation benefits. If an employee is not eligible for sick leave or has exhausted his sick leave bank, the first seven (7) work days of absence shall be unpaid.

a) Return from a Sick Leave

An employee returning to work from a one (1) day sick leave may not be required to furnish a physician's statement unless he/she is deemed to have been excessively absent and, therefore, subject to disciplinary action. In order to be entitled to sick pay, an employee who has been absent for three (3) or more days or who has been deemed excessively absent may be required to present medical certification. In the absence of such certification, sick pay may not be authorized.

Medical certification may be required if an employee is absent the scheduled work day before and/or the scheduled work day after a paid holiday, vacation or scheduled day off. If such certification is requested and not furnished, pay for such sick day may be denied.

Medical certification may also be required if an employee is absent three or more consecutive work days due to illness or one or two days in one week over multiple weeks.

Sick Leave Exceeding Two Weeks

If a manager expects, based upon the information available, that an employee's absence due to illness or injury shall be more than two weeks duration, the manager, in consultation with the HRS, shall complete a Personnel Action Form placing the employee on an official medical leave (**FMLA**) and send a request for a medical leave form to the employee.

General

An employee may use sick days to care for a family member. A family member is defined for this purpose as a parent, spouse, child, brother, sister or grandparent. Child in this context shall mean an employee's own dependent child, foster child for whom the employee has legal foster care responsibility or a child for whom the employee has overall parental responsibility on an established basis and who is living in the household of the employee. Proof of illness may be required.

Official University holidays which occur while an employee is receiving sick pay shall be paid as a holiday and not be charged against sick pay accruals. If an employee is scheduled to work on a paid holiday and becomes ill, after providing physician's verification, this day shall be charged as a paid holiday and not charged against sick pay accruals. Overtime pay is not to be included in the payment of sick leave. An employee shall be paid at his/her regular rate of pay. Paid sick time shall not be considered as time worked in the computation of overtime. At no time shall an employee be allowed to charge against the sick bank illness which occurs during a scheduled vacation. An employee who abuses the sick leave privilege shall be subject to disciplinary action, including suspension or dismissal.

Faculty Leave for Illness and Maternity

For cases of illness, non-work related injury or maternity resulting in an absence, the full salary of the faculty member will continue for 1 month following the date on which the illness, non-work related injury or maternity required time off. See the section on STD for the integration of Faculty Leave with Short-Term Disability.

For the full policy, including Eligibility, Sick Leave Benefits, Illness Occurring during Work Hours, Sick Leave and Notification of Department, Full-Time Employees, Sick Leave and Workers Compensation, Authority for Granting Sick Leave, Proof of Illness, Sick Leave Exceeding Two Weeks, Elective Medical Treatment, General, and Faculty Leave for Illness and Maternity, please see the full HR Policy & Procedures Manual.

HR IX-7 Sick Leave Bank

The purpose of this policy is to provide salary continuation for an eligible non-faculty member who has exhausted all of his/her accrued sick and annual leave and who has been approved for a period of unpaid Family and Medical Leave (FML). The situations that qualify for FML are: (1) a personal sickness or injury that is not covered by an existing MU paid disability program; (2) an immediate family member's certifiable illness or injury that requires the in-person care and support of a MU staff member. For the full policy, including Sick Leave Bank – Donations, and Requesting Leave from the Bank – Eligibility, please see the full HR Policy & Procedures Manual.

HR IX-8 Shift Differentials

For the full policy, including Overtime and Differential, Absences and Differentials, and Regularly Scheduled Shifts, please see the full HR Policy & Procedures Manual.

HR IX-9 Family Medical Leave

MU complies with the Family and Medical Leave Act of 1993 (FMLA). Employees become eligible if employed by MU for a minimum of 12 months prior to the commencement of the leave, and have worked a minimum of 1,250 hours during that period.

Eligible employees may apply to go on an unpaid leave of up to 12 weeks in any 12-month period for any one of the following reasons:

- a. The birth of a child of the employee, in order to care for that child;
- b. Placement of a son or daughter with the employee for adoption or foster care;
- c. The care of a child, parent or spouse of the employee, who is experiencing a serious health condition, requiring continuing treatment;
- d. The employee is suffering a serious health condition, rendering him/her unable to perform the functions of the position.
- e. To care for a U.S. Armed Services member, including a member of the National Guard or Reserves, or veteran with a serious injury or illness incurred or aggravated in the line of duty while on active military duty if the employee is the spouse, son, daughter, parent or next of kin of the service member or veteran (i.e., “military caregiver leave”); or
- f. Because of a “qualifying exigency,” as defined in the federal regulations implementing of the FMLA, arising out of the fact that an employee’s spouse, son, daughter, or parent is a military member who is on covered active duty or call to covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces, including the National Guard or Reserves (i.e., “qualifying exigency leave”). Covered active duty or call to covered active duty involves deployment to a foreign country.

Eligibility

A non-faculty employee who becomes injured either on or off the job or has an illness which requires more than fourteen (14) days off from work for treatment and/or recuperation may qualify for Short Term (STD) and Long Term Disability (LTD) and should consult with the HRS Manager of Benefits and their manager to request a medical leave of absence.

For faculty who do not accrue sick or annual leave, the full salary of the faculty member will continue for one month following the date on which the illness, non-work related injury, or maternity required time off.

Under the FMLA, employees who have worked at least 1,250 hours during a 12 month period and been employed at least 12 months prior to the commencement of the leave may be eligible for 12 weeks of **unpaid** leave under the federal Family and Medical Leave Act of 1993 (FMLA). MU is not required to pay the employee salary for any leave time taken under the Act.

MU provides for the substitution of **paid** leave for **unpaid** leave by using accrued sick leave and/or annual leave. In addition, for eligible employees, MU provides for replacement of 100% of salary during FMLA leave through the Short-term/Long-term Disability Insurance described below.

Employees will be eligible for one leave per eligibility period as follows: for FMLA purposes such leave will be calculated on a “rolling” 12-month period measured back from the last day of leave. FMLA unpaid leave entitlement will renew on this basis.

Paid annual leave and/or sick leave under MU policy will be substituted for FMLA unpaid leave entitlement if the employee has met the eligibility requirements for FMLA and has not exhausted his/her paid leave

entitlement. An employee requesting FMLA leave under this policy should make a written request at least 30 days prior to the beginning of the leave period, or in case of emergency, as soon as the leave is foreseeable. A request for Family and Medical leave of absence must be accompanied by appropriate medical/legal adoption certification. The University reserves the right to require periodic recertification from the employee and/or require second opinions by an expert chosen by and at the expense of the University. Leave request forms and medical certification forms are available from HRS. Employees may not work for any other employer while on FMLA protected leave.

If a married couple is employed at MU, and both are eligible for leave under the FMLA, the aggregate amount of leave to which both may be entitled to care for a newborn child, a newly adopted child, or a newly placed foster child, or to care for a sick parent, is 12 work weeks during any 12-month period.

For the full policy, including Eligibility, Serious Health Conditions, Benefits, Medical Certification, Reinstatement, Leave Substitution, Restoration Rights, Continuation of Benefits, Duration, and Pay and Benefits While on FMLA, please see the full HR Policy & Procedures Manual.

HR IX-10 Disability Insurance Plans

Types of Disability:

- a) **Short Term:** the benefit may be applicable for 26 weeks duration for medically certified illness or accident. For staff and administration this will be after a 14 calendar day waiting period. For faculty, this will be after a four (4) week waiting period. The benefit is described above under Short-Term Disability Insurance.
- b) **Long Term:** the benefit will apply after a waiting period of 180 days. The benefit is described above under Long-Term Disability Insurance.

For more information, please see the Disability Benefits policy at *Section §HR X-4* on page 145 in the HR Policy & Procedures Manual on the Policy. For the full policy, including Steps to Take When Confronted with a Serious Health Condition, please see the full HR Policy & Procedures Manual.

HR IX-11 Military Leave

All full-time employees shall be granted a Military Leave with pay in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). USERRA applies to all persons who perform duty, voluntarily or involuntarily, in state or federal uniformed services. For the full policy, including Eligibility, Entitlement, Military Leave and Vacation, and Documentation, please see the full HR Policy & Procedures Manual.

HR IX-12 Faculty Leave of Absence-Without Pay

Faculty development leaves of absence without pay may be granted at the discretion of the University, normally for a period of one year. During this time, the University will pay the employee's premium for any health insurance the faculty member is enrolled in at the time he/she made application for such leave.

HR X BENEFITS

HR X-1 Full and Part-Time Employees Summary

The benefits summarized below are available to the employee categories noted above at MU in accordance with rules and regulations pertaining to the eligibility, effective dates and methods of applying. MU reserves the right to change, modify or discontinue the employee benefits program at any time.

HR X-2 Healthcare Insurance

Group Health and Hospitalization Plans

All full-time employees and eligible dependents may participate in MU's group health and hospitalization insurance plans. MU contributes a portion of the premium for the plan and level of coverage chosen by the employee. This contribution includes the automatic first priority application of the Sec. 125 Plan MU Flexible Benefits Fund. The Sec. 125 Plan also provides for "premium conversion" which permits "pre-tax" payment of the employee portion of the insurance premium. Details about coverage and enrollment forms for the plans are available in the HRS Office.

Continuation of health and hospitalization insurance under either MU plan is provided under the provisions of COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985) for eligible employees who leave employment at MU. One may be eligible to either continue health insurance coverage at one's own cost for a up to eighteen months, or may be able to convert group coverage to individual coverage. Questions concerning COBRA coverage for employee members, spouses and dependents should be directed to HRS.

Group Dental Insurance

All full-time employees and eligible dependents may participate in MU's group dental insurance program. Premiums may be paid from Sec. 125 MU Flexible Spending Fund or through "pre-tax" payroll deduction. Dental insurance is the second automatic priority for application of the Sec. 125 Flex Fund. Plan information and enrollment forms may be obtained from HRS.

Vision Insurance

All full-time employees and eligible dependents may participate in MU's group vision insurance program. Premiums may be paid from Sec. 125 MU Flexible Spending Fund or through "pre-tax" payroll deduction. Vision insurance is the third automatic priority for application of the Sec. 125 Flex Fund. Plan information and enrollment forms may be obtained from HRS.

HR X-3 Life and Long Term Care Insurance

Life Insurance

Group Term Life Insurance is provided to all full-time employees from the first day of employment in the amount of one times the annual salary to a maximum of \$50,000. The coverage also provides benefits for accidental death and dismemberment. Employees may purchase additional life insurance for themselves and/or their eligible dependents. They should consult the office of the HRS Manager, Benefits.

Long Term Care Insurance

All full-time employees and eligible dependents may participate in MU's group Long Term Care insurance program. Premiums may be paid from "post-tax" payroll deduction or the eligible employee may request to be directly billed by the insurance carrier. Premiums for Long Term Care insurance are not eligible under the Sec. 125 Flex Fund. Plan information and enrollment forms may be obtained from HRS.

HR X-4 Disability Benefits

Group Short Term Disability Insurance (STD)

Effective on the first of the month after one year of continuous full-time employment, MU provides all full-time employees working at least 30 hours per week, with a Short Term Disability (STD) policy. MU pays the cost of this policy in full. The insurance company administers this plan, determining eligibility based on medical certification. Employees may be granted paid short-term disability during the medically certified disability and after filing proper leave request forms and obtaining approval of the STD insurer.

Short Term Disability leave will require medical certification that the employee is unable to work or that the leave is medically necessary. The employee must also complete a MU Leave Request form no later than 30 days in advance of the date the leave is to begin.

For non-faculty employees, under the plan, if a disability is the result of an injury that occurs under the plan, the benefit waiting period is 14 days; if a disability is a result of a coverable sickness, the benefit waiting period is 14 days. This coverage provides for 100% of earnings, not to exceed \$2,500.00 per week. STD insurance plan booklets may be obtained from the Office of HRS.

For full-time faculty, under the Plan, for cases of illness, non-work related injury, or birth of a child resulting in an absence, the full salary will of the faculty member will continue for one (1) month. The leave will commence on the first day the faculty member is out which is determined by the last date worked. This faculty leave is integrated with the short-term disability as the paid waiting period as required.

Group Long Term Disability Insurance (LTD)

Effective on the first day of the month after one year of continuous employment, MU provides all full-time employees working at least 30 hours per week, with a Long Term Disability (LTD) policy. MU pays the cost of this policy in full. The insurance company administers this plan and determines eligibility based on medical certification. This insurance provides for “income replacement” of 66.67% of base earnings, not to exceed \$12,500.00 per month, after a waiting 180 calendar days. LTD insurance plan booklets are available from HRS.

HR X-5 Tuition Remission and Exchange Programs

MU recognizes the importance of assisting and encouraging self-development of employees. The Tuition Reimbursement Program shall undertake to support educational programs for those employees who wish to enhance their knowledge and education. The program is to be administered as outlined in the following policy.

Eligibility

All full-time employees who have completed six months of satisfactory employment at MU are eligible to participate in this program. Expenses such as registration fees, books, laboratory fees, etc. are not covered under the program.

a) Employee Benefit

All regular, full-time employees are eligible for full tuition remission at the undergraduate and graduate level after six-months of full-time MU employment. Employee eligibility is calculated as of the date of the start of the semester or term. Prior to completion of six months of employment, they are eligible for tuition remission based on the following schedule:

After Completion	% Remitted	Employee Pays
1 full calendar month	16.67 % remitted	83.33%
2 full calendar months	33.33 % remitted	66.67%
3 full calendar months	50% remitted	50%
4 full calendar months	66.67% remitted	33.33%
5 full calendar months	83.33% remitted	16.67%
6 full calendar months	100% remitted	- 0 -

Employees who enroll under this pro-rated schedule are responsible to arrange with Student Accounts to make timely payment of the remaining balance. Staff members are subject to applicable taxes on Tuition Remission as determined by the Business Office. Questions about pro-rated Tuition Remission are to be directed to Student Accounts.

Employees may receive tuition remission for not more than six (6) credits per semester unless position-related factors required taking fewer than six credit hours in the immediately preceding semester. (Classes must be scheduled outside regular MU work hours of the employee involved. If the employee wants to take classes during his/her regular work hours, the employee must request a flexible work arrangement and receive approval from the manager). An employee may take a maximum of eighteen (18) credit hours in a 12-month academic year. Employees who are on extended leave are not eligible for enrollment under Tuition Remission. In cases involving medical leave a physician's release will be required prior to enrollment under tuition remission. If several employees in a work area wish to enroll, but enrollments must be limited because of work demands, the following priority is to be followed by the authorizing manager: undergraduate degree, first master's degree, additional master's degree, non-degree course.

b) Spouse and Dependent Children

1. Undergraduate Tuition

Spouses and dependent children of full-time employees for tax purposes are eligible for remission of **undergraduate** for not more than eighteen (18) credits in the fall semester and eighteen (18) credits in the spring semester and twelve (12) credits during all the summer terms. This assistance is available to spouses and dependent children after the employee has completed **one calendar year** of full-time employment at MU. Assistance will total 100% of tuition after crediting applicable financial aid. It is the responsibility of the sponsoring employee to apply for all appropriate financial aid. Employee spouses and dependent children who intend to matriculate as full-time students must apply for financial aid through regular Financial Aid procedures and observe appropriate deadlines.

2. Graduate Tuition

Spouses and dependent children of full-time employees for tax purposes are eligible for remission of **25% of graduate** tuition, after the sponsoring employee has completed **one calendar year** of full-time employment and **100%** after **five calendar years** of full-time employment at MU, after crediting applicable financial aid. Tuition remission will be for not more than twelve (12) credits in the fall semester and twelve (12) credits in the spring semester and nine (9) credits during all the summer terms. It is the responsibility of the sponsoring employee to apply for all appropriate financial aid. Employee spouses and dependent children who intend to matriculate as full-time students must apply for financial aid through regular Financial Aid procedures and observe appropriate deadlines.

Employees' children who are **not** dependents for tax purposes will not be eligible for tuition remission.

Employees must apply for admission for themselves, their spouses and/or dependent children. The application fee is waived for employees. Only classes that are regularly scheduled on a MU campus in Virginia, including the London program, are eligible. Consortium classes, lab fees, study materials and/or books are **not covered** by Tuition Remission.

Employee's spouses and dependent children who intend to study full-time must apply for federal and state financial aid through the usual Financial Aid process. They must observe the deadlines for various forms of financial aid. MU's benefit will cover tuition not covered by these aid programs.

An employee who transfers to part-time employment or leaves MU's employment during a semester, will be expected to pay a pro-rated share of the semester's employee, spouse, and/or dependent child tuition covered by this benefit. When spouses and dependent children who become full-time MU employees become eligible to receive a Tuition Remission benefit, they may no longer receive a parent's or spouse's Tuition Remission benefit (Tuition Remission benefits are not cumulative).

Employees, spouses, and dependent children are admitted into courses on a space-available basis, as determined by the appropriate academic Dean and VP. If a course becomes over-subscribed, priority will be given to paying students.

Employees must complete the appropriate "Tuition Benefits Authorization" form prior to enrollment in any class or program. Forms are available from HRS.

Tuition Exchange

Tuition exchange, through the two programs Tuition Exchange, Inc. (TE) enables full-time MU faculty, staff, and administrator's dependent children to choose from those participating colleges and universities that agree to remit tuition for eligible and approved participants from other member institutions. The number of student's "exported" each year by MU varies and the availability of "slots" in any particular year are not guaranteed. This program is defined as a scholarship and not a benefit. Employees may obtain Tuition Exchange Guidelines and Applications from HRS in order to meet the **November 1** application date for the following academic year.

Tuition Remission Approval Process

The employee shall complete the Tuition Remission Authorization Form and submit it to his/her Department head and Administrator for signature prior to enrollment, for pre-approval. Once this has been pre-approved by the Department head and Administrator, the form shall be submitted to HRS for final approval. Nothing in this policy implies approval for absence to attend courses, field trips or examinations. Such approval must be coordinated and approved by the Administrator in advance.

For the full policy, including Eligibility, Marymount University Tuition Benefit, Tuition Exchange, and Tuition Remission Approval Process, please see the full HR Policy & Procedures Manual.

HR XI RETIREMENT

The University participates in the TIAA-CREF retirement program, which is a 403(b) plan. TIAA and CREF are companion organizations that provide retirement and tax-deferred annuity plans for colleges, universities, independent schools, and other non-profit and tax-exempt educational and research institutions and their employees. The retirement program is a defined contribution plan through which the University makes contributions to the employee's account. The employee may also make contributions to the same retirement account on a tax-deferred basis. All contributions are immediately 100% vested. The employee may select from among the investment options offered by TIAA-CREF. A supplementary retirement account option is also

available for interested employees. A full description of the plan is available from HRS. For the full policy, including Eligibility, Enrollment, Contributions, Initiation of Benefits, Benefit Payment Options, and Pre-Retirement Death/Spousal Benefits, please see the full HR Policy & Procedures Manual.

HR XII EMPLOYEE RELATIONS

HR XII-1 Performance Expectations

MU expects that all employees will act in accordance with the University policies. It is also the policy of MU to ensure that all managers manage and discipline employees in a fair and equitable manner. Any employee who feels they have not been so treated have a right to present their grievances following the procedures outlined in this policy.

MU believes common sense, good judgment and regard for the rights and interest of both MU and their co-workers. MU is tasked with the well-being of the students entrusted to our care. Accordingly, MU expects employees to adhere to high standards of personal conduct at all time.

It is impractical to spell out everything that is expected of employees by MU and by co-workers in terms of honesty, courtesy and good conduct. Lists of rules cannot cover all situations that may arise. However, some of the actions, which cannot be condoned may lead to disciplinary action, up to and including termination are listed below.

Disciplinary steps are intended to correct serious violations of MU regulations and to ensure a good educational environment for our students. MU has the right to discipline, suspend, or terminate an employee for reasons listed under the groups of offenses listed in the HR Policy & Procedures Manual. For the full policy, including Table of Offenses and Penalties, please see the full HR Policy & Procedures Manual.

HR XII-2 Employee Grievance Procedure

A grievance is an allegation by a person or persons covered by the HRS Policies and Procedures Manual that there has been a violation, misinterpretation, or misapplication of a current policy-based employee right. It is MU's policy to resolve an employee's work-related problem(s) to the satisfaction of all parties involved, if possible.

In compliance with MU's EEO policy, if an employee feels that an employment action is made in violation of that policy, he/she shall discuss the issue with his/her department head. Depending on the circumstances, the employee may choose to pursue either a formal EEO complaint, or follow the grievance process as outlined below. The employee may not pursue both a formal EEO complaint and an intra-University grievance at the same time.

If an employee experiences a work related problem or questions a University or departmental policy that is unrelated to MU's EEO policy, the employee should refer the matter to his/her manager who shall attempt to resolve the matter with the employee. Although many problems can be solved informally, there is a formal grievance procedure that the employee may use. The grievance process applicable to full-time faculty concerning academic policies and practices is detailed in the Faculty Handbook *Section 1.14*. For the full policy, including Definition of Grievance, Grievance Procedures, Grievance Appeal Reconsideration Procedure, Grievable Complaints, and Non-Grievable Complaints, please see the full HR Policy & Procedures Manual.

HR XIII STANDARDS OF CONDUCT AND PROGRESSIVE DISCIPLINE PROCESS

The intention of the progressive discipline process is to openly communicate to all employees MU's standards of conduct, particularly conduct considered undesirable or unacceptable. Employees may be subject to disciplinary action for violations of a policy or policies as expressed in this HR Policy Manual. Faculty will be subject to employment action for non-award of tenure as expressed in *Section 1.9* of the Faculty Handbook. For the full policy, including Responsibilities, and Disciplinary Actions, please see the full HR Policy & Procedures Manual.

Disciplinary Actions

a) Verbal Counseling

This is a counseling conversation with an employee for a minor infraction of the rules or failure to meet minimum performance expectations. It is not a formal disciplinary action. Care shall be taken to ensure that the employee understands the reason(s) for the counseling and the ways in which he/she can improve.

b) Counseling Memorandum

This is a formal documentation with an employee for continued failure to meet performance expectations. It is the first step in the formal discipline process. Care shall be taken to ensure that the employee understands the reason(s) for the memorandum and the ways in which he/she can improve.

c) Written Warning

This is a formal warning for repetition of actions that received verbal counseling or for a serious infraction of the MU Code of Conduct or MU Policies. Where applicable, this notice shall make reference to any prior verbal counseling. The written warning shall be specific as to the employee's deficiencies and actions, i.e. quality and quantity of work, accuracy, etc. It shall also state the action to be taken if there is no improvement, i.e. suspension or termination. The written warning is a permanent record in the employee's personnel file and remains in the employees file throughout the course of employment.

d) Suspension

This is disciplinary time off without pay given for failure to improve after prior written warning, for reported actions noted in verbal and written disciplinary action or a serious violation of MU rules. The employee shall receive an advance written notice of the suspension. The notice shall be specific as to the dates of the suspension and shall specify the action to be taken if improvement does not occur, i.e. termination.

e) Performance Improvement Plan

Another disciplinary option available to managers to correct performance or conduct problems is creating a Performance Improvement Plan. When disciplinary action is necessary and in consultation with HRS, the manager may enter into an Employee Performance Improvement Plan. An employee may be placed on a PIP at any point during the disciplinary process. This allows the employee a specified time to conform to University policy, but stresses the probability of further disciplinary action if the causal behavior is not corrected.

f) Termination

This is an involuntary separation from employment with MU. This action shall usually be taken as the final step in the disciplinary process. However, specific circumstances may dictate termination as the

only step. Termination shall be communicated in writing outlining the actions being taken and citing previous disciplinary steps. The termination of an employee shall constitute the most severe type of disciplinary action authorized under this policy. This action should only be taken when a manager has determined that an employee is unsuited for employment at MU. When this determination has been made, the procedures outlined in the above paragraphs under Suspensions will be followed to provide a letter of termination.

HR XIV ABSENTEEISM AND TARDINESS

The efficient management of MU depends on the punctuality of every employee. Excessive lateness can seriously hamper the productivity of any department. It is understood that circumstances often beyond the individual's control can occasionally cause tardiness. Occasional, isolated instances of tardiness shall not seriously affect the efficient operation of a department. However, excessive or chronic lateness can be a serious problem and shall be dealt with accordingly.

Late Arrival

a) Work

An employee shall be at his/her respective work area, ready to commence work, at the start of his/her scheduled shift, or he/she shall be considered late to work. An employee who reports late, without authorization, may be subject to disciplinary action.

b) Meal Period

An employee shall return to his/her respective work area on time following his/her meal period, or he/she shall be considered late. An employee who returns late, without authorization, may be subject to disciplinary action.

Early Departure

An employee shall not leave his/her work station before the scheduled close of his/her shift or work period. An employee who leaves early, without authorization, may be subject to disciplinary action.

Unscheduled Absence

It is the policy of MU to expect regular attendance from all employees. Attendance, in addition to being essential to the efficient operation of a department, is also a measure of an employee's overall performance on the job. Regular attendance is essential if the University is to provide quality educational and customer service while minimizing possible stress and fatigue for all employees.

The efficient operation of MU depends upon each employee conscientiously reporting to work on all scheduled work days. Chronic or habitual absence shall be considered excessive absenteeism. Absenteeism may be considered excessive when an employee absents himself/herself on regularly scheduled work days, whether or not such absences are considered to be excused or unexcused. Absentee criteria are conditioned on the number of hours an employee is regularly scheduled to work each week and on the employee's normally scheduled days off.

a) Full-time Employees/ Part-time Employees

- a. An employee who has accumulated repeated absences during the calendar year.
- b. An employee who has accumulated repeated absences before or after vacations, holidays, weekends or any other scheduled day(s) off during the calendar year.

- c. A doctor's note may be required after the second separate incidence of absence attributed to sickness within the calendar year.
- d. Any repeated pattern of absence
- e. Any absence without cause.

Notification

Whenever possible, an employee shall call his/her Department head or manager to advise that he/she is going to be late or absent from work. A Department head or manager may excuse an employee's lateness if in his/her judgment the lateness was unavoidable.

Enforcement

When it appears that a pattern of absences or tardiness is beginning to develop and is impacting the work environment or business operations the manager should begin to document the behavior and follow the progressive Discipline Process outlined in policy §*HR XIII* on page 158 in the full HR Policy & Procedures Manual.

Job Abandonment

An employee shall be considered to have quit voluntarily after an absence of three consecutive business days without notification.

HR XV EMPLOYEE DEVELOPMENT AND WELFARE

It is the responsibility of HRS to collaborate with managers, employees, and others, to foster and promote development programs to improve the quality of service to the MU Community to enhance their knowledge, skills, and abilities. For the full policy, including Employee Development, Administration of Employee Development Program, and Employee Welfare, please see the full HR Policy & Procedures Manual.

HR XVI RECORDS MANAGEMENT

HR XVI-1 Recordkeeping Requirements

HRS is required by Federal law to hold employee personnel records. The records to be kept by HRS adhere to this law by maintaining information that can legally be the basis for an employment-related decisions in the file. Employment decisions include hiring, firing, performance, promotion, demotion, layoff, training opportunities, and all other actions taken regarding employees. For the full policy, including Recordkeeping Practices, please see the full HR Policy & Procedures Manual.

HR XVI-2 Personnel Records

HRS shall maintain an accurate, current and complete personnel record for each employee. The following information is the minimum requirement for each personnel record:

- a. Application form and copies required license or certification documentation
- b. Personnel Action Forms and other employment status forms
- c. Benefits forms
- d. Payroll forms

- e. Receipts for manuals and training
- f. Performance appraisals and other pertinent documents such as letters of recommendation, commendation and information requested to be included by the employee and approved by HRS.

For the full policy, including Confidentiality, and Changes in Personal Information, please see the full HR Policy & Procedures Manual.

HR XVII GOVERNANCE

Shared governance is a concept widely used in higher education. Under the principles of shared governance, faculty and staff contribute in a meaningful way to important decisions affecting the University and its employees. Marymount has three difference mechanisms through which shared governance is operationalized across respective groups: Faculty Council, Staff Council, and University committees.

HR XVII-1 Faculty Council

The Faculty Council at Marymount University is the primary mechanism through which the faculty collectively contribute to the governance of the University. In 1985, the Marymount University Faculty Association (Faculty Union) agreed to suspend the union resulting in the current structure of 'shared governance.' The Faculty retain control over the curriculum and have a meaningful role in decisions affecting all academic policy, budget, faculty-related personnel policies, and strategic decisions for the University. The goal of shared governance is to promote a balance between the faculty and the administration and staff in the decision-making processes of the University for the good of the University and its students.

HR XVII-2 Staff Council

MU Staff Council will exist to serve MU and its staff. The Council will foster a culture of community by helping to create a positive work environment. As a group, Staff Council acknowledges its call to support and further the mission and vision of the University by active participation in the life and governance of the University as described herein:

- a. Promote communication among the staff, administration, faculty, and students.
- b. Advance, enhance, and foster a spirit of unity and cooperation between staff, administration, faculty, and students.
- c. It shall act as a forum for staff discussion of MU policies and procedures with the goals of identifying issues of concern and promoting opportunities for growth.
- d. Accept and promote shared responsibility between staff, administration, faculty, and students to achieve the goals of MU.
- e. Provide a forum for issues, concerns, interests, enhancements, and information that may apply to all staff members of MU. Recommendations from the Staff Council shall be forwarded to the University President and cabinet for consideration, input, or action.
- f. Publicly recognize and promote exemplary achievement by staff members.
- g. Identify various professional development opportunities for the MU community.

HR XVII-3 University Standing Committees

University-wide Standing Committees are appointed by the University President and consist of representation across all Divisions and faculty and non-faculty employees. Each standing committee has an expressed purpose and responsibility. For the full descriptions of each Standing Committee, please see the full HR Policy & Procedures Manual. Below is the list of University Standing Committees:

- a. Assessment Committee
- b. Benefits Committee
- c. Budget Committee
- d. Catholic Identity Committee
- e. Facilities Advisory Committee
- f. Retention Committee
- g. Retirement Plan Committee
- h. Retirement Gift
- i. Strategic Planning Committee
- j. Technology Committee

HR XVIII DEFINITIONS

For the full list of definitions, please see the full HR Policy & Procedures Manual.