

Dominican University

Staff Handbook

Effective through December 31, 2026

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Staff Handbook

Foreword

This Staff Handbook of Dominican University is the official statement of the policies of the University, governing the employment policies, procedures, rights, responsibilities and benefits for administrative and staff members (herein referred to as "staff members") at Dominican University (the "University"). Staff members are defined as staff members who hold positions other than, or in addition to, positions with faculty status. With respect to staff members who hold positions with status, the terms of the Faculty Handbook control to the extent of any inconsistency with the Staff Handbook. Unless stated otherwise, all sections of this Handbook apply to staff members employed by the University at all locations.

This edition of the Staff Handbook supersedes all previous editions and supplements. The Office of People and Culture publishes this Handbook and its supplements and is responsible for the contents.

The University reserves the right to add, amend, delete or deviate from any benefit, policy or procedure stated herein at any time after consultation with the Staff Council. Dominican University seeks to employ individuals who will work together on an ongoing basis. However, both the staff member and the University have the right to terminate employment and compensation at any time, for any cause or no cause, with or without notice. Nothing said or done by University staff members or stated in this Handbook is to be considered a contract or guarantee of employment in a particular position or for a particular duration with the University.

All staff members are required to sign acknowledging that they have been given the web location of the Staff Handbook. A copy of this form will be included in their personnel files. Please click on the following link to access the form:

[Acknowledgement of Handbook](#)

Non-Discrimination

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

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

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

Section 1: Mission and History of Dominican University

1.1. Mission Statement

As a Sinsinawa Dominican sponsored institution, Dominican University prepares students to pursue truth, to give compassionate service and to participate in the creation of a more just and humane world.

1.2 Vision Statement

Dominican University will be an innovative leader in empowering graduates from diverse backgrounds to meet the challenges of an increasingly interdependent world.

1.3 Identity Statement

Dominican University is a diverse, relationship-centered community rooted in a vibrant liberal arts and sciences education, offering rigorous, integrative, and innovative undergraduate, graduate and professional programs. At the heart of the University is its Catholic, Dominican tradition, grounded in the compatibility of faith and reason, which affirms the dignity of the human person and concern for the common good. The University's curricula, research and campus life demonstrate a commitment to ethics, community service, social justice and global citizenship. Dominican University educates one student at a time in the company of others, engaging a multiplicity of cultural, religious and secular worldviews, transforming students, faculty and staff into agents of positive change.

1.2 University History

Founded in 1901 as St. Clara College in Sinsinawa, Wisconsin, by the Sinsinawa Dominican Sisters of the Most Holy Rosary, the University began as a women's college founded on the fundamental values that continue to guide the University today—rigorous education encouraging diversity of thought, a commitment to social justice and close mentoring of students.

With its move to River Forest in 1922, the school became known as Rosary College and rapidly grew its enrollment and programs over the next decades, including adding graduate programs and becoming coeducational. To reflect its stature as a respected, comprehensive and modern university as well as its Catholic Dominican heritage, the College was renamed Dominican University in 1997. In 2017, the university completed a comprehensive realignment of its academic units resulting in its four-college structure: The Rosary College of Arts and Sciences, the Brennan School of Business, the Borra College of Health Sciences, and the College of Applied Social Sciences (comprised of the schools of Education, Information Studies, and Social Work).

A premier Catholic university, Dominican is repeatedly named among the top master's-level universities in the Midwest by U.S. News & World Report. Dominican University takes great pride in its high rate of success with first-generation-to-college students, many from underrepresented groups and/or economically disadvantaged circumstances. It has been recognized as a Hispanic-Serving Institution (HSI) by the Department of Education since 2011 and in 2017 received the Midwest's only Title V grant. While maintaining its core Catholic identity, the University enrolls and mentors' students of all faith backgrounds. It was named a member of the "Vanguard Network for Interfaith Leadership" by the Interfaith Youth Core.

Section 2: University Governance

2.1 The Corporation and Board of Trustees

Dominican University's governance structure is made up of the Corporation of Dominican University and the Board of Trustees. The Corporation has the responsibility to: 1) approve the mission of the University and to assure continuing harmony between the mission of the Sinsinawa Dominican Congregation and the mission of the University; 2) to amend, restate or modify the Articles of Incorporation and the Bylaws of the University; 3) to approve the acquisition, purchase, sale, mortgage, lease, transfer, or encumbrance of the real property owned by the Corporation; 4) to ratify the appointment, removal, or replacement of any one or more of the Trustees; 5) to approve any plan for dissolution, merger, consolidation, or liquidation of the Corporation. Members shall be the Prioress, general Councilors or delegates as determined by the Members, and the General Finance Officer of the Sinsinawa Dominican Congregation.

The Board of Trustees is charged with the governance and management of the University and is given its authority by the Corporation of Dominican University. The Corporation Bylaws define the Trustees powers. Officers (Chair, Vice-Chair, Treasurer, and Secretary) are elected from among the Trustee membership.

Board members serve a fiduciary role and number between 28 and 33 members, including at least three Members of the Corporation or a Sinsinawa Dominican recommended by the Members, one faculty Trustee, and one student Trustee. In addition to the Executive Committee of the Board, nine committees conduct the business of the Board of Trustees: Academic Affairs, Advancement, Alumnae/I & Community Engagement, Buildings, Grounds and Technology, Enrollment and Student Success, Finance and Audit, Mission and Identity, Risk Management, Talent and Culture; and Trusteeship. Ad hoc committees may be established to address particular duties.

2.2 The Staff Assembly

The Staff Assembly is dedicated to advancing the mission and goals of the University, with a focus on enhancing staff life and professional development. Its purpose is to more fully integrate staff into the fabric and operations of the University. The Assembly will meet at least once each quarter to discuss and pursue its objectives. The goals for the Assembly are:

1. Serve as a platform for communicating staff concerns and interests.
2. Advocate for staff interests and concerns to the administration.

3. Facilitate regular, open opportunities for staff across the University to connect, fostering a sense of community.
4. Promote open and transparent communication channels among staff and between staff and the administration.

The Assembly elects' members who serve as the Staff Council of the Staff Assembly. The Staff Council leadership comprises an elected President, Secretary, and Treasurer who serve two-year terms. Staff Committee Chairs are volunteer positions that also serve as leadership of Staff Council. The Staff Council represents exempt and non-exempt staff and serves as the leadership body to assist the Assembly in achieving its purpose of:

1. Fostering a sense of community among staff members and encourage staff participation in committees and events;
2. Reviewing and promoting matters affecting the general welfare of the staff;
3. Serving as an advisory body to the University administration concerning the staff;
4. Providing a platform for communication and organization among ~~for~~ Staff.

The Staff Council recognizes standing committees whose membership is composed of eligible Staff. The committees are: Staff Benevolence (pertains to responding to Dominican University community who are in need); Staff Development (pertains to procedures regarding distribution of funds for staff development and grants and staff professional development workshops); Staff Employment Affairs (pertains to review of staff concerns related to employment and work environment issues); and Staff Social (pertains to planning of social events for staff); Healthy Living Committee (pertains to health of community members and improves staff member morale, loyalty, and productivity); Staff Committee for Inclusion (pertains to nurturing a safe and welcoming community and exists as a resource for the DU community).

Staff Assembly By-Laws can be found on the [Staff Council and Staff Assembly](#) web page.

Section 3: Staff Employment

3.1 Staff Definitions

Dominican University staff are designated as administrative, exempt or non-exempt staff members. Please refer to the definitions below:

Non-Exempt Staff

Hourly staff members, considered non-exempt, and paid on a bi-weekly basis. Required to keep track of all time worked on a daily basis. Compensated for overtime earned in excess of forty hours worked during a standard workweek.

Exempt Staff

Salaried staff members, considered exempt, and paid on a monthly basis. Required to keep track of all time off. Not compensated for overtime.

Administrative Staff

Administrative staff are senior-level employees responsible for the leadership, oversight, and management of the University's academic, administrative, and operational functions, administration include individuals holding titles such as Vice President, Dean, Director, and other executive or managerial positions who are charged with strategic planning.

Administrative, exempt, and non-exempt staff may work full-time, part-time or temporary schedules as defined below:

Full-time Staff

Works 37.5 or more hours per week on a regular basis. Eligible for full benefits.

Part-time 30 Staff

Works a minimum of 30 hours per week on a regular basis. Eligible for full benefits with vacation and sick time accrual prorated.

Part-time 20 Staff

Works between 20-29 hours per week on a regular basis. Eligible for limited benefits with vacation and sick time accrual prorated.

Restricted Part-time Staff

Works less than 20 hours per week on a regular or irregular basis. Paid only for hours worked and not benefit eligible.

Temporary Staff

Generally hired for a period of 120 days or less and are not eligible for benefits. Paid only for hours worked and may be assigned to occupy various positions on an irregular basis.

3.2 Standard Work Week

The standard workweek for full-time staff is 40 hours beginning on Sunday and ending on Saturday, which includes paid breaks and lunchtime each workday, for a total of 37.5 hours of paid time per week.

Lunch

Each full-time employee shall have one (1) uninterrupted, unpaid one-half (1/2) hour lunch period, which shall not be considered part of the regular workday. This lunch period shall be taken after not more than five (5) hours of work. It is typical for staff to take a one-hour lunch break, combining the 30-minute unpaid lunchtime with the two paid 15-minute breaks.

The Physical Plant and Campus Safety departments, due to the nature of their responsibilities, receive 30 minutes of paid lunchtime for a total of 40 hours of paid time per week.

Breaks

Each full-time staff shall have two (2) paid, uninterrupted fifteen (15) minute breaks per workday.

Part-time employees shall have one (1) paid, uninterrupted fifteen (15) minute break for each four (4) consecutive hour of work. The scheduling of the break is to be determined by the supervisor in order to balance workloads and/or office coverage.

3.2.1 University Hours of Business Operation

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

3.2.2 Recording Time

All non-exempt staff must record their time by clocking in and out each workday via the electronic time and attendance system, non-exempt and exempt staff members must enter all vacation, sick, personal days and other paid or unpaid time off from scheduled work in their

time records each pay period (bi-weekly for general staff, monthly for administrative staff). A full day should be recorded as 7.5 hours (8 hours for Campus Safety and Physical Plant staff).

Basic training on the time and attendance system should be provided by the staff member's supervisor. Supervisors should contact the Office of People and Culture if training is needed in how to supervise staff members and student workers. It is the supervisor's responsibility to review and approve all timecards for their staff members via the online time and attendance system before the established payroll deadline. Failure to approve timecards prior to the deadline may result in delayed or miscalculated earnings. For questions about specific payroll deadlines, please contact the Office of People and Culture.

Accrual balances for vacation and sick can be viewed in the university's time and attendance system. Any discrepancies should be reported to the Office of People and Culture as soon as possible at opc@dom.edu.

3.2.3 Overtime

Non-Exempt Staff Members

Occasionally, a non-exempt staff member may be asked to work overtime. Overtime is authorized time worked in excess of 40 hours during a scheduled workweek. Overtime is calculated based on actual hours worked; any paid time off (vacation, sick, etc.) is not included in the calculation. Non-exempt employees are prohibited to work beyond the normally scheduled time without authorization from their supervisor; unauthorized overtime may be cause for disciplinary action.

Please refer to Section 4 Staff Compensation and Benefits for information on overtime pay.

3.2.4 Campus Closure

Expectations During All Unanticipated Campus Closures or Partial Campus Closures

In the event of an early closure, late opening or full day campus closure due to severe weather conditions or other unforeseen circumstances, the intention is to keep operations running to the extent possible. General and administrative staff should plan to work remotely, seeking guidance from their supervisor as needed. The expectation will be that previously scheduled meetings will continue in an online format, unless determined by the organizer that rescheduling is a better course. On these days, general and administrative staff members will be paid for their regularly scheduled shift(s) at their normal rate of pay. In the event that a general or administrative staff member chooses not to work remotely, they must notify their supervisor and are expected to enter a vacation or personal day.

To ensure business continuity and campus safety for resident students, some general staff members continue to be required to physically report to campus during a campus closure

period due to the nature of their job responsibilities. These staff general members will be paid at a rate of two times their normal hourly rate during an unanticipated campus closure.

In the event of a campus closure (early, delayed or full day), online courses should continue as planned, and hybrid classes should use that time for online instruction wherever possible. Faculty scheduled to teach on campus on a day when campus has been closed should move any affected classes online for synchronous or asynchronous instruction. Faculty should notify students of their alternative plans. While this is the ideal, during an unanticipated closure, some of our students may have disrupted access to technology or other resources, or may lack quiet spaces to be fully engaged in classes. Faculty are asked to be sensitive to these realities and to try to be accommodating to students when needed.

Notification for Early Closure

If severe weather conditions or other unforeseen circumstances that affect the normal physical working environment on the campus exist, the president or designated vice president may decide to close campus for the remainder of the day. Decisions for early closures will be communicated to the campus community via email and text notification by 3:30 p.m. Information will also be posted on the Campus website.

Notification of Late Opening or Campus Closure

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

3.3 Time Off and Leave

Whether planned or unexpected, Dominican University provides paid and unpaid time off options to meet staff needs. Please see specific policies for details.

3.3.1 Reporting Absences

Staff members must personally contact their supervisor if they are unable to come to work because of illness or other unavoidable circumstances as soon as possible so that responsibilities can be covered during their absence. An employee absents for three consecutive days without contacting their supervisor may be terminated for having abandoned their job (unless there are extenuating circumstances). Irregular attendance may also be the cause for discipline up to and including termination.

3.3.2 Holidays

The University generally observes the following holidays each year:

Martin Luther King Day

Holy Thursday through Easter Sunday

Memorial Day

Independence Day

Juneteenth

Labor Day

Wednesday before Thanksgiving through Friday after Thanksgiving

Christmas Eve Day through New Year's Day

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

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

Please see the [DU Holidays](#) listed on the [OPC](#) webpage for actual dates for the current calendar year.

Holiday Pay

Please refer to the *Holiday Pay* section of Section 4 Staff Compensation and Benefits.

Holidays during Vacation or Leave

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

3.3.3 Vacation

Anniversary

A staff member's first day of work at the University shall be referred to as the "employment anniversary". For purposes of computing vacation and other benefits, a year shall begin on the staff member's employment anniversary.

Accruals

Full-time and part-time staff members scheduled to work at least 20 hours per week earn vacation accruals starting the first of the month following their hire date.

Vacation is accrued every month on the first of the month using the following schedule. No vacation time will be granted with pay prior to the benefit having been earned. Vacation accruals are awarded based on the staff member's payroll designation. A working day is 7.50 hours unless otherwise specified.

Non-Exempt Staff (Bi-Weekly Payroll)

Years of Employment	Time Earned per Month	Annual Accrual
Full-Time Staff Members		
0 through 5th year	0.83 days/6.25 hours	10 working days
6th through 10th year	1.25 days/9.38 hours	15 working days
11th year and over	1.67 days/12.53 hours	20 working days
Part-Time 30 Staff Members		
0 through 5th year	0.66 days/5 hours	8 working days
6th through 10th year	1 day/7.5 hours	12 working days
11th year and over	1.33 days/10.00 hours	16 working days
Part-Time 20 Staff Members		
0 through 5th year	.416 days/3.12 hours	5 working days
6th through 10th year	.625 days/4.69 hours	7.5 working days
11th year and over	.833 days/6.25 hours	10 working days

Exempt Staff Members (Monthly Payroll)

Start date of July 1, 2014, or later

Years of Employment	Time Earned per Month	Annual Accrual
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Full-Time Exempt Staff Members

0 through 5th year	1.25 days/9.375 hours	15 working days
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6th year and over	1.67 days/12.53 hours	20 working days
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Part-Time 30 Exempt Staff Members

0 through 5th year	1 day/7.5 hours	12 working days
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6th year and over	1.33 days/10 hours	16 working days
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Part-Time 20 Exempt Staff Members

0 through 5th year	.625 days/4.69 hours	7.5 working days
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6th year and over	.833 days/6.25 hours	10 working days
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Start date prior to July 1, 2014

Employment Designation	Time Earned per Month	Annual Accrual
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FULL-TIME:	1.67 days/12.53 hours	20 working days
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PART-TIME 30:	1.33 days/10.02 hours	16 working days
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PART-TIME 20:	0.83 days/6.30 hours	10 working days
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Although staff members are encouraged to take their accrued vacation in order to provide the rest, renewal and positive energy that a break in routine can bring, it is not always possible to schedule all accrued time off in a single year. Therefore, full-time staff members may accumulate up to a maximum of 150 hours of accrued vacation. After vacation balance reaches the 150-hour maximum, no further accruals will be awarded until the balance drops below 150 hours. Staff members should stay apprised of their totals and periodically schedule time off in order to continue to receive monthly accruals.

Vacation Requests

Vacation time off must be approved by supervisors. It is in the staff member's best interest to request the time off as far in advance as possible. Requests will be approved as department needs permit based on departmental activities and/or university events. In case of any conflict of desired time off among staff members, those with seniority may be given preference.

3.3.4 Sick Leave

Eligibility

Full-time and part-time staff members scheduled to work at least 20 hours per week earn sick time accruals starting the first of the month following their hire date. Sick leave is granted to a staff member in case of absence due to their own or a family member's personal illness, injury, or medical emergency. Sick time may also be used for medical and dental appointments at times approved by the staff member's supervisor.

Accruals

Full-time and part-time staff members scheduled to work at least 20 hours per week will earn paid sick time starting the first of the month following their hire date. Staff members who start on the first of the month will accrue sick time for that month.

One sick day is accrued on the first of each month; part-time staff members will accrue sick time based on the prorated schedule below. A working day is equal to 7.5 hours unless otherwise specified.

Sick Time Accruals (Monthly & Bi-Weekly Staff)

Status	Annual Accrual
Full-Time Staff Members	90 hours/12 working days
Part-Time 30 Staff Members	72 hours/9.6 working days
Part-Time 20 Staff Members	45 hours/6 working days

Paid sick time may be accumulated up to a maximum of 240 hours after which no further sick accruals will be awarded until the balance drops below 240 hours.

Notice Requirements

To qualify for paid sick time, a staff member must contact their supervisor as soon as possible, or otherwise follow their department's call in policy, if they intend to be absent. Sick pay may be denied if such notice is not given except in severe emergencies (i.e., unconsciousness, accident, or hospitalization). Supervisors may request a doctor's note if the staff member is absent more than three consecutive days or if there are concerns of excessive absences.

Staff members who anticipate being absent from work for three or more days should notify OPC in addition to notifying their supervisor. Supervisors should also notify OPC if a staff member has been absent three or more days without prior notification. OPC will determine if leave taken is applicable to the Family and Medical Leave Act (FMLA).

Absence Beyond 10 Calendar Days

Should illness or disability cause absence to continue beyond 10 calendar days, a leave of absence must be processed for the staff member to be eligible for short-term disability benefits. This leave is granted to a staff member who is unable to work for medical reasons as determined by the staff member's physician. Contact OPC for eligibility requirements and documentation at opc@dom.edu.

Any sick leave payment for illness or injury covered by the Worker's Compensation Act shall be reduced by the amount of any payment received under the provision of the Act. See Social Security and Worker's Compensation section of the handbook for more information.

Converting Sick Days to Vacation Days

If a non-exempt staff member (who has not yet reached their 10th employment anniversary) does not have enough vacation hours accrued to fulfill a current, approved vacation request; they may be able to add the necessary vacation time by converting 2 accrued sick days for each 1 vacation day needed for the request. In order to preserve the accruals designed to assist staff members in times of unexpected illness or injury the general staff member's sick accrual balance must remain at or above 75 hours (10 days) after the conversion.

The total number of regular and converted vacation time cannot exceed 150 hours (20 days) for the fiscal year (July 1 through June 30).

Eligible staff members who wish to convert sick days to vacation days may submit a written request to their supervisor for approval. A copy of the approved request with the conversion information included on the request should be sent to the Office of People and Culture at opc@dom.edu.

3.3.5 Personal Days

Two of the total yearly sick days granted to full-time and part-time staff members scheduled to work at least 20 hours per week may be taken as personal days during the fiscal year (July 1 through June 30) on prior approval of the staff member's supervisor. For part-time staff members, a personal day is equivalent to hours work on their normal workday. For example, a PT20 staff member scheduled to work 4 hours each day may take a personal day equal to four hours.

3.3.6 Bereavement

A staff member will be entitled to time off in the event of a death in their immediate family if they are absent from scheduled workdays from the date of the death through the date of the burial. Up to three days off with pay will be granted upon the death of a member of their immediate family. If the funeral service is more than 200 miles from the staff member's residence, one additional paid day may be granted to account for travel needs.

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

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

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

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

3.3.7 Jury Duty

If a staff member is called for jury service and is required to serve, they must let their supervisor know so that any necessary staffing arrangements can be made and appropriate payroll procedures followed. The University will compensate them for the difference between their jury duty pay and their regular earnings for days of work that the staff member misses due to jury service. In order to be paid for jury duty time, the staff member must present the official summons from the appropriate court to their supervisor. Once service is complete, the staff member should provide the proof of service and copy of the payment check to the Office of People and Culture. The staff member is expected to work on the days they are not actually serving. Under normal circumstances the University will not ask for deferment of jury duty.

3.3.8 Election Day

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

3.3.9 Flexible Work Arrangement (FWA)

The University supports a flexible, inclusive, and productive work environment through its Flexible Work Arrangement (FWA) Policy, which offers staff a range of options including fully remote work, flex time, and temporary remote arrangements. The standard setup generally involves one day on campus and four days remote each week; however, additional flexibility may be considered based on job responsibilities and departmental needs. Staff with performance or attendance concerns may not qualify for FWAs.

All FWA requests require approval from the immediate supervisor and relevant Cabinet member and must include a clear outline of the proposed arrangement and its intended duration. Employees requesting remote work are also required to complete a Remote Work Form, acknowledging compliance with university policies and relevant state regulations. Supervisors, in consultation with the Office of People and Culture (OPC), will evaluate each request, considering operational needs, potential impact on service delivery, and the employee's suitability for FWAs. Periodic evaluations will be conducted to ensure FWAs are effective and meet both departmental and university standards. For complete guidelines, please refer to the Flexible Work Arrangement Policy and application.

3.3.10 Religious Observance

Dominican University respects and supports the religious observances of all community members. Staff and faculty may request one day of paid time off (PTO) for significant religious holidays, with any additional days recorded as vacation or personal time. Requests must be submitted at least five days in advance through the Paycor system. The University aims to avoid scheduling essential meetings or events on significant religious holidays, as outlined in the Religious Observance Calendar. Accommodations are granted where feasible without undue hardship, in line with Illinois law. [DU Religious Holidays.xlsx](#)

3.3.11 Attending Classes at Dominican University

Dominican University recognizes that many staff members take advantage of tuition remission to attend classes at the University. Studying and other class preparation must not interfere with or detract from normal work responsibilities. Staff members should register for classes that are scheduled outside of their regular work hours. Exceptions to this policy require the approval of their immediate supervisor and the vice president or cabinet member of their department. The approval must be submitted in writing to the Office of People and Culture along with the corresponding tuition remission paperwork. [Tuition Remission | Dominican University](#)

3.3.12 Family and Medical Leave Act

The University will comply with the Family and Medical Leave Act of 1993 (FMLA) and all applicable regulations. FMLA is administered through the Office of People and Culture. During an unpaid Family and Medical Leave, an employee is responsible for their portion of the

biweekly premium amount for healthcare and life insurance. Once the employee exhausts Family and Medical Leave, sick, vacation, personal banked days they are responsible for one hundred percent (100%) of their healthcare and life insurance premiums.

Eligibility

A staff member who is employed for at least 12 months and has worked at least 1,250 hours during the 12-month period preceding the requested leave may take up to 12 weeks of unpaid FMLA for the following reasons:

- Incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the staff members child after birth, or placement for adoption or foster care;
- To care for the staff member's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the staff member unable to perform their job.

Military Family Leave Entitlements

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

FMLA also includes a special leave entitlement that permits eligible staff members to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform their duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Notice

In order to qualify for an FMLA leave, a staff member must give at least 30 days written notice, to their immediate supervisor when possible and submit a Leave of Absence Request to the Office of People and Culture. The Leave of Absence Form must indicate why a leave of absence is needed and the anticipated duration of the leave of absence (including start and return date).

Certification

- For FMLA leave due to staff members or covered family member's illness, the University requires medical certification that includes the reason for staff member's absence and the approximate date they will be able to return to work.
- For FMLA leave due to birth of a child, the University requires a birth certificate or other certified proof of birth.
- For FMLA leave due to placement of a child, the University requires any legal documentation

Time Limits

The entire period of an FMLA leave, both paid and unpaid, may not exceed 12 weeks in a 12-month period of time. Any approved extension of the leave after the 12 weeks are exhausted will be treated as non-FMLA. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Staff members must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt departmental operations. FMLA leave must run concurrently with any accrued sick and vacation time.

Pay During Leave

A staff member must exhaust accrued sick and vacation time before the unpaid portion of the leave begins. A staff member may elect to reserve ten (10) days of accrued vacation to hold until their return to work.

Insurance Coverage

A staff member's health insurance coverage will continue at the level and under the same conditions as if they were working continuously. During any paid portion of the leave, the usual premium payments will be deducted from the staff member's paycheck. During any unpaid portions of the leave, the staff member will be responsible for paying their usual portion of the premiums. If the University pays the staff member's share of the premiums that they miss while on unpaid leave, the amount will be deducted from the staff member's paycheck upon return to work. If the staff member does not return to work, they will be required to reimburse the University for those payments within two months of termination date.

Accruals During Leave

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

Holidays During Leave

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

Reinstatement

Staff members on FMLA due to illness must provide a medically certified fitness for duty report to the Office of People and Culture prior to their return to work.

Staff members will generally be returned to his /her former position, if it exists and is open, or to an equivalent position in their department, or in the University if the position has been filled.

Failure to return to work at the end of an approved leave of absence will be treated as a resignation.

3.3.13 Short-Term Disability

The University provides Short-Term Disability benefits to support staff members in the event of illness or disability that causes an absence exceeding 10 consecutive days. A physician's certification of disability is required to access this benefit.

During the 10-day elimination period, staff members must use any accrued sick time. While receiving Short-Term Disability benefits, unused sick days must be applied to supplement the benefits, ensuring the staff member continues to receive full pay. Once sick days are exhausted, accrued vacation days will be applied in the same manner, except that staff members are allowed to retain a balance of 10 vacation days.

Eligibility for short-term disability is determined according to the following schedule:

Period of Service	Length of Short-Term Disability	Level of Coverage
Less than 6 months	4 weeks	50% of pay
6 to 12 months	4 weeks	100% of pay
12 to 24 months	8 weeks	100% of pay for first 4 weeks and 50% of pay for next 4 weeks

24 to 36 months	11 weeks <u>Note:</u> Capped at 11 weeks so that the total paid leave 10 sick days plus 11 weeks = 13 weeks (or 90 days)	100% of pay for first 9 weeks and 50% of pay for next 2 weeks
36 or more months	11 weeks <u>Note:</u> Capped at 11 weeks so that the total paid leave 10 sick days plus 11 weeks = 13 weeks (or 90 days)	100% of pay for 11 weeks

If a staff member returns to active work following disability leave and subsequently requires additional leave within 60 days, the two periods of absence will be considered a single period of disability for benefit calculations unless the second disability is determined by the University, in its sole discretion, to be entirely unrelated to the first.

The University's Long-Term Disability Insurance benefit may become available after 90 days of continuous disability. Staff members must apply for this benefit no later than 45 days after the beginning of their disability leave. For more information, refer to the Long-Term Disability section.

3.3.14 Long-term Leave of Absence

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

Military Service

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

Applying for Leave

All leaves must be requested in writing to the staff member's immediate supervisor at least 30 days in advance if the need for the leave is foreseeable or as soon as the staff member is aware

of the circumstances necessitating the leave. The staff member should describe the reason for the leave in detail and complete a [Leave of Absence Request](#) whether or not they need to provide any other information or documentation.

The immediate supervisor and the vice president or cabinet member of the University to whom the supervisor reports will give written approval of the leave and will inform the staff member of any decisions. The supervisor will retain all requests and decisions and send copies to Office of People and Culture.

Time Limits

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

Pay During Leave

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

Insurance Coverage

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

Accruals During Leave

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

Holidays During Leave

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

Employment During Leave

A staff member on any leave of absence who obtains other gainful employment will be terminated and lose all rights and benefits unless there is a prior written, signed agreement

permitting such employment between the staff member, their supervisor, and the Office of People and Culture, or if the employment was already in effect before the leave began.

Unemployment Benefits

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

Reinstatement

The University cannot guarantee that a staff member who is on non-FMLA leave will be able to return to their former position. If the position is unavailable, The Office of People and Culture will attempt to refer the staff member to suitable openings in the University for which they may apply. If they are re-employed within 12 months of the date the leave begins, they will be reinstated with full seniority for benefits purposes. If they are not re-employed within that time period, the staff member will be terminated from the University.

3.4 Conflict Resolution

3.4.1 Conflict Resolution (Informal)

The University encourages staff members to resolve any employment related conflicts informally. Informal channels may include but are not limited to:

- Direct discussion with the individual(s) involved in the conflict
- Direct discussion with the staff member's supervisor or the next level supervisor
- Direct discussion with the director of people and culture

If the informal conflict resolution method does not yield a satisfactory resolution the Formal University Conflict Procedure may be used.

3.4.2 Conflict Resolution Procedure (Formal)

The University conflict resolution procedure exists to promote the orderly resolution of conflicts or disagreements that cannot be resolved informally and to ensure due process. Conflicts and disagreements include matters relating to discipline, performance appraisals, personal conflict and/or any other employment related matter.

The conflict resolution procedure is a step-by-step process in which the staff member (“Complainant”) chooses to accept the decision or continue the matter to the next level for resolution.

In all levels of the complaint process, utmost discretion is to be used by all individuals involved to maintain confidentiality.

The process also supports a timely resolution by providing appropriate guidelines for a swift resolution.

In cases where a formal written complaint is initiated, the process will proceed immediately to a structured investigation. Written complaints trigger the need for an official review to ensure proper handling, thorough fact-finding, and adherence to university policies.

3.4.3 Investigation Procedures and Appeals

Dominican University is committed to conducting fair, thorough, and confidential investigations for complaints involving workplace conduct, discrimination, harassment, ethical concerns, or policy violations. Investigations are carried out by qualified personnel, including the Director of People and Culture, or external investigators for complex cases. In matters of bias or discrimination, a representative from the Office of Justice, Equity, and Inclusion (JEI) may be included. Investigators are trained in employment law, conflict resolution, DEI, discrimination prevention, and Dominican University policies.

Filing and Reviewing Complaints

Complaints may be submitted by staff to the Office of People and Culture (OPC) or Justice, Equity, and Inclusion (JEI). The Director of People and Culture will conduct an initial review to assess the complaint and determine if an investigation is warranted. Once an investigation begins, both the complainant and respondent are notified, and all relevant information is gathered, including interviews, documentation, and other evidence. The investigator ensures adherence to Dominican’s values of fairness and confidentiality throughout the process, aiming for completion within 30-60 days.

Findings and Recommendations:

The investigator prepares a report summarizing findings and recommendations, which may include disciplinary actions, policy updates, or training. Both the complainant and respondent are informed of the outcome. If an appeal is sought, it must be filed in writing within 10 business days, specifying grounds such as new evidence, procedural errors, or perceived bias. Appeals are reviewed by an independent body (e.g., the Provost for academic cases, or the Vice President of People and Culture for staff cases) or an appeals committee to ensure neutrality. The appeal decision is final and communicated in writing.

Record Keeping

All investigation documentation is securely retained for two years following the investigation's conclusion, ensuring confidentiality in compliance with Dominican University policies and applicable laws.

For complete guidelines and detailed procedures, contact the Office of People and Culture at opc@dom.edu.

3.5 Resignation and Termination

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

Resigning staff members must work on their last day of employment. The staff member's last day cannot be taken as a vacation, personal or sick day. If the scheduled final day falls on a University holiday, the staff member must work the day after the holiday in order to be paid for the holiday. For example, if a staff member resigns effective November 25, and that day is the Friday after Thanksgiving, the staff member must work the following Monday in order to receive payment for the Thanksgiving holiday. Otherwise, the resignation would be made effective (in this example) on Wednesday, November 23, and the staff member would be ineligible to receive the holiday pay.

3.5.1 Pay at Employment Termination

For routine terminations, if the staff member utilizes direct deposit, a final paycheck will be direct deposited into the staff member's account on the next regularly scheduled payday. (Those who receive physical paychecks should confirm the address for final payment with OPC.) The University will deduct any amount owed by the staff member for expenses such as tuition fees, parking tickets, or sundry charges from the final paycheck. Compensation for all unused accrued vacation is included in the final paycheck. Any sick or personal time that has been accrued will not be paid to the staff member.

Resigning staff members must work on his or her last day of employment. A staff member cannot schedule vacation past his or her actual last of employment in order to extend the official termination date.

3.5.2 COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives staff members and their families the right to choose to continue group health benefits provided by the group health plan for limited periods of time under certain circumstances such as voluntary or involuntary job loss, reduction in the hours worked, transition between jobs, death, divorce, and other life events. Qualified staff members are required to pay 100% of the monthly premium for coverage. They may also be charged a nominal monthly administrative fee.

3.5.3 Unemployment Insurance

The Illinois Department of Employment Security (IDES) programs provide unemployment benefits to eligible staff members who become unemployed through no fault of their own and meet certain other eligibility requirements. IDES notify Office of People and Culture of all claims filed by former staff members. Employers have the right to contest claims if they believe the staff member was terminated for misconduct or a policy violation.

3.5.4 Rehire After Resignation

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

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

Section 4: Staff Compensation and Benefits

4.1 Staff Compensation Policies

Please refer to the Employment Handbook for General Compensation Policies.

4.2 Performance Management

The university is committed to developing and maintaining highly committed and productive staff members. All staff are expected to model the university mission of Caritas and Veritas and to interact with others in the spirit of collegiality, cooperation and respect. Supervisors are responsible for setting performance expectations and for providing training, assistance, motivation and direction to achieve those expectations. Supervisors are also expected to provide feedback aimed at reinforcing strong performance and/or addressing performance and behavior issues in the workplace.

Communication between a supervisor and a staff member regarding performance related issues should occur informally on a regular basis throughout the year. A more formal documented performance discussion should occur on annual basis. If performance falls below expectations at any time, supervisors may document and implement a written Performance Improvement Plan in consultation with the Office of People and Culture.

Performance Achievement Discussions

Staff members will engage in performance conversations with their immediate supervisors on (or about) their employment anniversary date. The conversations will be centered on achievements that help supervisors and employees agree on strengths and areas for improvement. These forward-thinking discussions will allow for an understanding of expectations and encourage open-dialogue aimed at reaching departmental and personal goals. Supervisors and staff members are encouraged to review job descriptions in preparation for the discussions.

Supervisors will receive a schedule of due dates for their director reports at the start of each fiscal year. New employees should receive feedback on their performance after six (6) months and then again on their anniversary. Annual discussions on or around their anniversary date will follow after year one.

Unique employment circumstances (i.e. 10-month schedules) may require adjustments to the performance discussion timeline. Any variances to the anniversary schedules must be discussed and approved by the Office of People and Culture

Forms for discussions can be downloaded from the **Forms** section of the OPC website

Probationary Period

New employees shall be on probationary status for ninety (90) calendar days of active employment (active employment excludes breaks in service for military leave, sick, maternity, etc.). The probationary status may be extended by up to sixty (60) calendar days. For the purpose of determining the length of a regular part-time employee's probationary period, the employee's regularly scheduled hours shall be considered a full workday.

During the probationary period, personal leaves and vacation shall accrue but shall not be available to the employee until the conclusion of the probationary period. Accrued sick leave shall be available for use during the probationary period. Such benefits shall be extinguished if the employee is terminated or resigns prior to the expiration of the probationary period.

Employment in the State of Illinois is considered at-will, meaning that an employee may be terminated without notice and is free to resign without notice.

Performance Evaluation

New employees serving their probationary period shall receive verbal feedback on their performance on or about the thirtieth (30th), sixtieth (60th) and ninetieth (90th) calendar day. Employees who are no longer in their probationary period will receive performance feedback from their immediate supervisor on an annual basis. Such supervisor shall have knowledge of the employee's performance. The evaluations shall consider the performance of the duties assigned to the employee utilizing the official job description on file in the Office of People and Culture.

This process will include mutual goal setting, periodic check-ins, and annual written evaluation. Check-ins are intended to be coaching in nature, as well as an opportunity to review and adjust goals as department or University needs evolve.

Performance Improvement Plans (PIP) may be used to provide employees with clear and reasonable expectations and time limits with measurable outcomes with which the employee must comply to avoid progressive disciplinary action. PIP's may be used as an outcome of the annual performance evaluation process or at any time that the employee's performance is evaluated as needing improvement.

4.3 University Benefits

Please refer to the Employment Handbook for a complete list of University Benefits.

Section 5: University Codes of Conduct

General University Conduct Policies

5.1. Information Technology

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

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

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

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

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

5.1.2 Personal Phone Calls

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

cell phones and other communication devices are required to be kept in silent mode during work hours.

5.1.3 Business Ethics Policy

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

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

Gifts, Favors and Payments by the University

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

- They are consistent with accepted business practices;
- They are of sufficiently limited value and in a form that will not be construed as a bribe or payoff;
- They are not in violation of applicable law and generally accepted ethical standards; and
- Public disclosure of the facts will not embarrass the University.
- Payments, commissions or other compensation to or for the benefit of students or vendors (or their family members or associates) not required by written contract are contrary to the University's policy.

Gifts, Favors, Entertainment and Payments Received by University Staff

Staff members shall not seek or accept for themselves or others any gifts, favors, entertainment or payments without a legitimate business purpose nor shall they seek or accept personal loans other than conventional loans at market rates from lending institution(s) from any persons or business organizations that do or seek to do business with or is a competitor of the University.

In the application of this policy, a staff member may accept for themselves, and members of their family common courtesies usually associated with customary business practices. These include but are not limited to:

- Lunch and/or dinner with vendors, sometimes including spouses, as long as the invitation is extended by the vendor;
- Gifts of small value from vendors such as calendars, pens, pads, etc.;
- Tickets to events (such as sports, arts, etc.) if offered by the vendor and the vendor accompanies the staff member to the event. These are not to be solicited by the staff member and, if vendor does not accompany the staff member to the events, must be approved by the appropriate supervisor; and
- Gifts of perishable items are usually given during the holidays such as hams, cookies, nuts, etc.

A strict standard is expected with respect to gifts, services, discounts, entertainment or considerations of any kind from suppliers.

Day outings such as golf, fishing and museum trips are acceptable with prior approval from the appropriate supervisor. The vendor must be in attendance and participation by the staff member's family must be approved by the appropriate supervisor.

Use of the vendor's facilities (vacation homes, etc.) by a staff member or their family for personal use is prohibited. The situation is acceptable only in the event the visit is limited to once per year and for a limited duration (i.e., long weekend) and the vendor is present for the duration of the visit. The staff member must have prior approval from the appropriate supervisor.

It is never permissible to accept a gift in cash or cash equivalent, such as stocks or other forms of marketable securities, in any amount.

Supervisors should not accept gifts from those under their supervision of more than limited value.

Receiving Gifts to the University

Gifts come to the University in many forms: cash, checks, gifts in kind (tangible property), stocks, real estate, trusts and estates. In defining gifts, the University follows the Council for Advancement and Support of Education (CASE) management and reporting standards. Their definition of a gift is as follows:

Gift

A contribution received by an institution for either unrestricted or restricted use in the furtherance of the institution for which the institution has made no commitment of resources or service, other than committing to use the gift as the donor specifies.

Grant

A contribution received by an institution for either unrestricted or restricted use in the furtherance of the institution that typically comes from a corporation, foundation or other organization rather than an individual.

All gifts, whatever the format, should be given to the Office of University Advancement for processing: to be properly receipted, acknowledged and accounted for. The Internal Revenue Service mandates that the university provides a receipt for every charitable gift. The Office of University Advancement enters gifts into the Raiser's Edge database and produces receipts and acknowledgments. All checks, credit card information and other relevant data are then transferred to the Business Office. The Business Office and the Office of University Advancement are in daily communication and share account information. Staff members can draw on gift accounts through usual Business Office procedures.

All University departments must follow the proper procedures and send all gifts, no matter how small, with appropriate documentation to the Office of University Advancement in Power Hall. This process ensures that all gifts and donors are counted and enhances the University's statistics for other funding entities.

University Advancement maintains the University's official database of record for Alumnae/I data. All requests for alumnae/information, including mailing lists, contact information, and email addresses should be directed to University Advancement.

Conflicts of Interest

Staff members should avoid any situation which involves or may involve a conflict between their personal interest and the interest of the University. As in all other facets of their duties, staff members dealing with students, prospective students, parents, suppliers, contractors, competitors or any person doing or seeking to do business with the University are to act in the best interest of the University. Each staff member shall make prompt and full disclosure in writing to his or her supervisor or the appropriate senior administrator of any potential situation which may involve a conflict of interest and refrain from further participation until such time as the conflict can be reviewed and resolved.

For the purposes of this statement a staff member shall be considered to have a conflict if either:

- The staff member, their family or associate has or appears to have any material, financial or other interest which may impair the staff member's judgment in carrying out the responsibilities delegated by the University; or
- May gain a personal benefit from the knowledge of information deemed confidential to the University. Family is defined as spouse or domestic partner, parents, siblings, children and, if living in the same household, other relatives.

An associate includes all persons, organizations, enterprises or trusts in which the staff member or members of their family:

- Is a director, officer, staff member, partner or trustee; or
- Has any material association.

Such conflicts include:

- Ownership by staff member or by a member of their family of a significant interest in any outside enterprise which does or seeks to do business with or is a competitor of the University;
- Serving as a director, officer, partner or consultant or in a managerial or technical capacity with an outside enterprise which does or is seeking to do business with or is a competitor of the University. Exceptions to this can be approved by the president of the University;
- Acting as a broker, finder, go-between or otherwise for the benefit of a third party in transactions involving or potentially involving the University or its interests; and
- Any other arrangements or circumstances, including family or other personal relationships, which might dissuade the staff member from acting in the best interest of the University.

Compliance

Any violation of this policy will subject the staff member to disciplinary action up to and including termination. Any staff member having knowledge of any violation of the policy shall promptly report such violation to the appropriate manager or director of human resources. Each vice president or cabinet member of the University is responsible for compliance in their area of responsibility. When questions arise concerning any aspect of this policy, contact the director of people and culture

5.1.4 Confidential Information

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

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

5.1.5 Solicitation

Solicitation by one staff member of another for any purpose is prohibited while either staff member is on their working time ("working time" does not include meal periods, authorized rest breaks, or any period when staff members are properly not engaged in the performance of their work tasks). This includes solicitation on behalf of a staff member's child or other family member for the purpose of school, sport or other charitable organization's fundraiser.

Distribution of advertising materials, handbills, or printed or written literature of any kind by staff members to other staff members during work time or in work areas is prohibited.

This policy does not include University authorized vendors.

Solicitation of Gifts and Donations

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

5.1.6 Tobacco

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

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

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

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

Together, we are creating a healthier, cleaner environment for all.

Visit the following links for more information:

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

5.1.7 Nepotism

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

5.1.8 Lactation Accommodation

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

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

Any staff member that does not have a private space in which to express milk should contact the Office of People and Culture to request accommodation. Lactation space is available. Storage of expressed milk and equipment is the staff member's responsibility. Staff members should bring a cooler or other insulated food container to work for private storage purposes.

5.1.9 Children on Campus

Dominican University recognizes that staff members may occasionally, due to emergency situations or other unforeseen events, be required to bring their children to campus for short periods. However, the frequent, regular or extended presence of children under the age of 17 during work hours is not allowed. Staff members should follow the principles below regarding the presence of their children in the workplace:

At all times, children remain the sole responsibility of the parent. Parents must always accompany their children. The staff member may not ask any other University staff member to watch or supervise their child/children;

- The presence of the child cannot disrupt the work environment or negatively affect the productivity of the staff member who brought the child, other staff members, or students;

- The staff member’s supervisor may ask the staff member to take the child from the workplace at any time if the supervisor determines that health or safety risks are too great, or that the child’s presence is disruptive;
- Bringing children to the workplace on a recurrent basis during their school breaks or after school is not appropriate;
- A child who has an illness that prevents them from being accepted by a regular day care provider or from attending school, particularly a child with an infectious disease, should not be brought to the workplace under any circumstances; and
- Staff members who live on campus as their primary place of residence should contact Office of People and Culture to determine how this may apply in their unique individual situation.

Children in the Library

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

5.1.10 Pets on Campus

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

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

All animals brought on campus must be kept leashed and under the direct physical control of their owners. Animal waste must be disposed of by the animal's owner and all applicable state

and local ordinances must be observed. Dominican University reserves the right to require that any animals be immediately removed from campus property.

5.1.11 Access to Residence Halls

Only Residence Life staff members are permitted in the residence halls. All other university personnel who are on official University business are permitted into the residence halls with the approval of the Residence Life staff and/or Campus Safety staff. All other visitors, including law enforcement officials visiting the residence halls, must restrict their presence to the common public areas unless accompanied by a Residence Life staff and/or Campus Safety staff member. Maintenance staff and custodians working in the restricted areas should be wearing uniforms and all staff members entering the residence halls must have Dominican University identification. Anyone without a Dominican ID must present to Campus Safety and obtain proper ID and visitor's pass.

Anyone in the building, staff member or visitor, who is a guest of a resident needs to be escorted through the building by the resident and officially check in to the residence halls at the Coughlin Commons Welcome, Pilsen Campus Security, and Information Desk.

5.1.12 University Identification Cards

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

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

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

5.1.13 University Keys

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

5.1.14 Parking

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

prohibited or restricted spaces. Staff members may appeal for a parking ticket via [Support Center - Appeal](#) within 14 days of the date the ticket was issued. If the fine remains unpaid upon termination, the balance may be deducted from the staff member's final paycheck.

The River Forest police also patrol the grounds and will ticket cars parked in fire lanes or handicapped zones.

5.1.15 Use of University Name and Seal

The University's name and seal are the exclusive property of the University and, consequently, may not be used in connection with goods or services offered by any outside organization without the prior permission of the chief marketing and communications officer. Official stationery may not be used with outside activities except for those academic and scholarly activities described above. No report or statement relating to outside activities may have the name of the University attributed to it.

Departments must use appropriate university stationery for all university business.

5.1.16 Use of University Facilities

Use of University resources such as facilities, computers, and equipment are restricted to activities that support University teaching, research, service, and administrative functions. Staff members interested in holding a non-University or private event on campus should contact Scheduling and Event Services for information related to facilities rental.

5.1.17 Work Attire

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

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

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

- **Slacks** - Blue jeans will be permitted provided they are not faded, torn or otherwise damaged. Inappropriate items include sweatpants, bib overalls, shorts, beachwear, workout attire, spandex or other form-fitting pants.

- **Shirts** - Casual shirts, golf shirts, and sweaters are acceptable. Dominican logo shirts are acceptable. Inappropriate items include tank tops, halter-tops, and t-shirts
- **Dresses and Skirts** - Casual dresses and skirts, and jean skirts, are acceptable. Inappropriate items include miniskirts and thin-strap dresses.
- **Footwear** - Athletic shoes, loafers, flats, dress sandals, and leather deck shoes are acceptable. Flip flops are not considered appropriate.

5.1.18 University Campus Safety Regulations

Campus Safety

Campus Safety exists to serve the security and safety needs of the University and is responsible for providing service and assistance to the University community. This includes opening and closing buildings, inspecting buildings and grounds for safety hazards and enforcing the Dominican University parking policy. The staff is trained to handle emergency situations including police, fire and ambulance assists and is first responder in emergency situations. In addition, Campus Safety works closely with Residence Life in support of the residence halls. Campus Safety is on duty 24 hours a day, 365 days a year. For emergency assistance, **dial 911 from any on-campus phone**. Please note – calling 911 from a personal/mobile device while on campus limits the first responder’s ability to quickly identify the caller’s location. For non-emergency assistance, call the Campus Safety dispatcher on extension 5999.

Accident or Sudden Serious Illness

Any incident of accident or sudden serious illness should be immediately reported to Campus Safety and the Office of People and Culture for appropriate action.

Fire

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

Maintenance

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

Thefts and Similar Incidents

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

Tornado Warnings

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

5.2 Prohibited Conduct and Behavior

Dominican University will not tolerate any prohibited conduct or behavior, whether carried out by students, faculty, staff, visitors, former students, faculty or staff or other individuals. The University will initiate appropriate action in response to reports of such incidents which may include, but not be limited to, immediate removal from Dominican University property, suspension, termination, and/or referral for criminal prosecution. All staff members are required to cooperate in any investigations the University conducts in response to reports or acts of prohibited conduct or behavior. Complete statements regarding non-discrimination, AIDS, sexual harassment, and FERPA are included as appendices to this Handbook.

5.2.1 Workplace Violence

Dominican University seeks to maintain a safe, healthy, and secure work environment. It is the University's goal to create a workplace free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Staff members play a key role in the University's efforts by complying with this policy, contributing to a respectful atmosphere, treating all threats seriously and reporting incidents immediately.

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

All staff members are responsible for reporting workplace violence and can do so without the fear of reprisal or criticism. Staff members should not ignore violent, threatening, harassing,

intimidating or other disruptive behavior.

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

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

5.2.2 Weapons

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

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

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

5.2.3 Drug and Alcohol Policy

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

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

5.2.4 Other Prohibited Behaviors

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

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

5.2.5 Procedure upon the Occurrence of Prohibited Conduct

Any student, faculty or staff member who believes they has been subjected or exposed to sexual harassment, discrimination or ethnic, racial, discriminatory, or sexual comments, jokes or epithets has the right to have such activity terminated immediately. Complaints about such conduct should be made to the director of people and culture for the University to take appropriate responsive measures. Complaints should be made immediately after the person believes that they have been subjected to any conduct prohibited by the policy stated herein. Complaints will be treated confidentially as much as possible. An investigation will be made concerning the allegations. If the investigation leads to a determination that the charges are true, corrective action will be taken immediately. Retaliation against a person for opposing a

discriminatory practice, having filed a charge of discrimination, agreeing to be a witness, or assisting in an investigation of discrimination is prohibited.

5.2.6 Disciplinary Procedures

Discipline is a progressive process that begins with the supervisor privately discussing any areas of unsatisfactory performance or conduct with the staff member to ensure they clearly understand the concerns and future expectations. The supervisor should keep a written record of the date and details of these discussions. Formal disciplinary procedures may become necessary if the staff member does not demonstrate satisfactory improvement following these informal conversations. In cases where disciplinary action is required, the following expectations apply:

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

Formal disciplinary procedures will follow the pattern of written warning, suspension, and termination, although steps may be skipped depending on the gravity of the circumstances.

In appropriate circumstances, a staff member may be placed on disciplinary probation for a period not to exceed 90 days, during which time the supervisor may assess the staff member's ability to meet expectations for the position. Where such probation is based on unsatisfactory job performance, a performance improvement plan should accompany all disciplinary probations so that the staff member's progress toward meeting expectations can be objectively monitored and assessed.

5.3 Protection from Retaliation (Whistleblower Protection Policy)

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

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

- May lead to incorrect financial reporting;
- Are unlawful;

- Are not in line with university policy, including the Rules of Conduct; or
- Otherwise amounts to serious improper conduct.

5.3.1 Safeguards for Staff Members

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

5.3.2 Reporting

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

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

Other employment-related concerns should continue to be reported through normal channels like the supervisor or to the director of People and Culture.

5.3.3 Timing and Evidence

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

5.3.4 How the complaint will be handled

Initial Inquiries

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

5.3.5 Report to complainant

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

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

5.3.6 Outcome

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

Information

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

Retaliation Against a Legitimate Complainant Is Prohibited

Pursuant to this policy, a staff member may not:

Retaliate against a staff member or applicant for employment who has communicated a concern under this policy or who has refused to obey a legal order, nor

Directly or indirectly use or attempt to use the official authority or influence of their position or office for the purpose of interfering with the right on an applicant or staff member to make a protected disclosure to the University auditors, immediate supervisor or other appropriate administrator or manager within the department, or a member of the Board of Trustees about matters within the scope of this policy.

Appendices

Appendix A: Dominican University By-Laws

View and download the [Dominican University Bylaws](#)

Appendix B: Staff Assembly Bylaws

View and download the Staff Assembly by-laws via the [Staff Council webpage](#)

Appendix C: Drug Free Workplace / University Drug & Alcohol Policy

1. In compliance with the Drug-Free Workplace Act of 1988, Dominican University is committed to the maintenance of a drug-free workplace and is committed to rigorous enforcement of applicable laws and policies and to support those trying to cope with drug-related problems.
2. Dominican University is committed to maintaining a drug-free workplace in compliance with applicable laws. The unlawful possession, use, distribution, dispensation, sale or manufacture of controlled substances is prohibited on College premises. Violation of this policy may result in the imposition of employment discipline as defined for specific staff member categories in the Dominican University staff and faculty handbooks.
3. The illegal use of controlled substances can: seriously injure the health of staff members; adversely impair the performance of their responsibilities; and endanger the safety and well-being of fellow staff members, students and members of the general public. It is therefore the policy of Dominican University to discourage the use of controlled substances by its staff members at any time. Anyone who is employed at Dominican University who has a drug problem is invited to contact the Director of Personnel to obtain information about available assistance; the office can be contacted anonymously.
4. A staff member of Dominican University will notify his/her supervisor if he or she is convicted of a criminal drug offense involving the workplace within five days of the conviction. Such conviction will be grounds for mandatory evaluation and possible treatment for a substance abuse disorder, and for disciplinary action up to and including termination. In the event any such conviction involves a staff member working on a federal contract or grant, the College will notify the granting or contracting federal agency within 10 days of receiving notice of a conviction. A copy of this statement shall be given to all staff members.
5. This statement and its requirements are promulgated in accordance with the requirements of the Drug-Free Workplace Act of 1988 enacted by the United States Congress. The University will continue its efforts to maintain a drug-free environment by adhering to the above policy and by providing on-going drug awareness programs.
6. Failure to comply with the foregoing rules will be grounds for disciplinary action up to and including termination. The terms of this policy statement are conditions of employment at the university.

University Drug & Alcohol Policy Statement

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

Staff members with lawful possession of prescribed medications must consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Staff members should not, however, disclose underlying medical conditions unless directed to do so. Medication must be carried in a container labeled by a licensed pharmacist.

Appendix D: Directory Information

Some information about students is considered "directory information". Directory information may be publicly shared by the institution unless the student has taken formal action to restrict its release.

Directory information includes:

- Student's name
- Participation in officially recognized activities and sports
- Address (home, local, e-mail)
- Telephone listing
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Date of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Appendix E: Institutional Research Board (IRB) Statement

Research activities involving human participants must be reviewed and approved by the Dominican University Institutional Review Board (IRB). Any research activity that involves human participants must be reviewed by the IRB before any information is collected from individual participants, or before information obtained from existing records is analyzed. Research activity is defined as a systematic investigation that involves the participation of human subjects or data derived from human subjects. This includes interviews, surveys, oral histories, focus groups and studies based on institutional record review. The requirement for review applies to research activities conducted by administrators, faculty, staff, and students. Members of the Dominican University community who are not sure whether their research requires IRB review should contact the IRB Administrator. An example of data collection activity that is not considered research would be any evaluation of a staff member, course or service in which such evaluation will not be made public. There are three types of review; exempt from full review, expedited review, and full review. Most research activities conducted by members of the Dominican University community will involve minimal risk to the participants and will not require full review by the IRB so approval should not involve a lengthy review process. However, the researcher must still complete the appropriate forms and submit a description of the project to the IRB. The forms for requesting the review of a systematic research project are available on the intranet at <https://mydomedu.sharepoint.com/sites/IRBv2>

Faculty members who assign student projects involving the collection of information from human participants (e.g., having a student conduct an interview with a person who is not a class member) must submit a description of this assignment to the IRB for review. In general, a classroom project is exempt from full IRB review as long as the participants are 18 years of age or older, are not exposed to any risk (physical, psychological and/or social), an informed consent form is used, and a participant's anonymity is preserved. The faculty member assigning the course project must assume the responsibility for communicating the Dominican University IRB guidelines regarding the treatment of research participants to his/her students and ensure that his/her students comply with these guidelines. The IRB guidelines for classroom projects and the application forms for requesting a review of a class project involving human participants are available on the intranet at <https://mydomedu.sharepoint.com/sites/IRBv2>

Appendix F: General University Services

Bookstore

Supplies for University offices may be purchased through a charge system to each department at the Bookstore located in the University Center. All staff members are allowed a 10% discount on most purchases, excluding books. The Bookstore is managed by Follett.

Business Affairs

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

1. Making online payments
2. Ordering office supplies
3. Corporate Credit Card Policy
4. Reimbursement Policy
5. International Travel Policy
6. Mileage Reimbursements

Cash Receipts

Wherever possible, arrangements should be made for funds received to be sent directly to the Student Accounts Office. Special activities, such as fundraising events or seminars, should be coordinated in advance with Student Accounts. If an appropriate account number for the deposit does not exist, the staff member should contact the controller to establish a number.

Cash Disbursements

Accounts payable checks are issued by the Business Office. Vendor invoices submitted for payment should consist of an original invoice with budget officer approval, including account number, written on the face of the invoice. Copies are unacceptable. Other payment requests may be submitted on payment request forms that are available in the Business Office or on-line. Payment request forms must be supported by appropriate, original documentation and also must have budget officer approval and an account number.

Petty Cash Funds

Petty cash funds are used on a very limited basis. Requests should be discussed with the controller.

Travel and Expense Reimbursements

Reimbursements will be made via accounts payable upon submittal of a payment request, as approved and properly supported. Documentation should consist of original receipts. Travel should be approved in advance by the staff member's supervisor. Costs incurred should be

reasonable, for example, coach travel for airlines, small or mid-sized vehicle rentals, moderately-priced hotels, motels, and restaurants, and reasonable tips.

Memberships and Subscriptions

Memberships in professional organizations and associations and subscriptions to business-related magazines, journals, or newspapers must be approved by the staff member's supervisor. Memberships are to be in the name of the University rather than the individual wherever possible.

Tax Exempt Activity

The University is a tax exempt, 501(c)(3) corporation. As such, the university has a State of Illinois tax exemption and is not subject to sales tax on certain purchases. Staff members who will be incurring business expenses should obtain a copy of the university's tax-exempt letter from the Business Office or their department for presentation to the vendor at the time of purchase. Note that the University also has received a sales tax exemption in the state of Florida. A copy of the Florida certificate is also available in the Business Office.

Purchases

The University does not have a formal purchasing function. Staff members may, with supervisor approval, arrange for goods and services within the limits of available budget funds. If a purchase order is appropriate for the situation, a P.O. Request Form should be submitted to the Business Office one day in advance and may be found in the Business Office or on-line. Purchasing exceptions include Library acquisitions of books, films, and periodicals.

Purchase of Capital Items

The commitment for and purchase of capital items (fixed assets in excess of \$5,000) should be coordinated in advance with the Physical Plant Office and/or the Business Office.

Purchase of Technology Equipment

The commitment for and purchase of technology equipment should be coordinated in advance with the Information Technology.

Budget Development

The budget development process for the University begins early each fall and culminates with budget approval by the Board of Trustees each spring. Budgets have been assigned to various managers of the University. During budget development, each manager will be expected to communicate with their supervisor. Budget request forms will be issued by the controller early in the budget planning process, and response dates will be announced. Budget requests will be reviewed by the university's Budget Committee, discussed with budget officers as appropriate, and compiled by the controller prior to approval.

Budget Reports

The Business Office issues both summary and detail monthly budget reports by the middle of each month. Certain managers have also been granted on-line, real-time viewing of their reports. Budget officers are expected to review their reports and promptly report any questions or discrepancies to the Business Office.

Copier/Printer Usage

The University supports a fleet of multifunctional devices in addition to the copiers/printers in Office Services. Employees should use their StarCard which is by default setup to charge their home department. Additional department codes can be added as appropriate. Each department will be charged internally, per page, for usage by their staff members. Staff members are encouraged to share files digitally (via Canvas for courses or Teams for department sharing) rather than print. Printing/Copying should be for university business only. Staff members will be responsible for copies made via their code. Please route large jobs to Office Services.

Office Services (Print Shop and Mailroom)

Dominican University Office Services offers the leadership and expertise of our trained staff who focus in all aspects of mail and print center operations. Whether you need to mail a letter or want brochures and flyers for your next event, we can help. With a focus on customer service, our team has knowledge of industry best practices, USPS regulations as well as experience with inbound tracking systems and related technology. We have designed our mailroom/print shop to provide value and convenience to each of our students and departments, all while supporting the University's mission. Contact us to see how we can help with your mail and printing needs.

Dining Service

Please refer to the [DU Dining Services Web Page](#) for the following:

1. Menus
2. Meal Plans
3. Locations and hours of operation
4. Wellness and Sustainability
5. Allergens
6. Catering
7. Events Calendar

Lost and Found

Items found in public areas of the campus for which ownership is unknown may be brought to the Campus Safety Office. Those who have lost items should report the loss to the Campus Safety Office as soon as possible. Typically, items not claimed within 30 days are donated.