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Preface

This is your personal copy of the Staff Handbook for administrative staff at St. Ambrose University. This Handbook is intended to provide general guidance concerning the University's employment policies, work rules, and employee benefits. This Handbook is not a contract of employment with St. Ambrose University. There are additional handbooks that include policies applicable to administrative staff including the Universal Handbook, which also does not create a contract between any employee and the University. The policies in this Staff Handbook are in addition to the policies set forth in the Universal Handbook, and all staff employees must comply with the policies set forth in both Handbooks.

The University reserves the right to revise this Handbook as appropriate, at any time and without any advance notice, and to implement any changes in policy. The changes may be in the form of an updated Handbook, but the changes may also come in another form of communication.

It is the policy of this University that all employees are employed on an at-will basis, which means that any employee may voluntarily end their employment at any time, and any employee may be terminated by the University at any time, for any reason, and without any advance notice. Any statements, verbal or written, to the contrary, unless in writing and signed by the University's President, are disavowed by the University, not enforceable, and should not be relied upon by any employee.

This Staff Handbook replaces all prior staff handbooks and handbooks and is an informational guide for all present and future administrative staff employees of St. Ambrose University. Employees must also review and comply with the separate Universal Handbook.

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Handbook For Administrative Staff

1.0 The University Organization And Governance

1.1 History

The history, beliefs, mission, and governance are covered under the Universal Handbook. See Section 1.0, The University Organization And Governance, set forth in the Universal Handbook.

2.0 Employee Policies

2.1 Staff Selection Procedures

The terms “employee selection procedures” and “pre-employment practices” refer to all procedures, practices and forms used to screen and hire job applicants. See also Section 2.2 of the Universal Handbook, which is incorporated herein by reference.

Pre-Employment Screening. The purpose of the pre-employment screening policy is to establish fair, uniform and consistent pre-employment screening procedures which will be applied throughout the University.

Responsibilities. For the purposes of this section, an “employee selection manager” is any supervisor, department head or executive authorized to interview, screen and offer employment to an applicant for an open position within their department.

Recruitment Policy. The Human Resources Department will establish specific procedures to recruit outside applicants for all positions. The processes for recruitment and hiring are set forth in this Handbook.

For all non-exempt (hourly) positions, the University may utilize personal referrals, newspaper advertisements and internet websites in its recruiting efforts. The Human Resources Department may grant exceptions for positions which are difficult to fill or require specialized skills. The University may use the above methods, or others deemed appropriate, potentially including an in-house search for applicants.

For exempt (salaried) positions, the University may use the above methods, or others deemed appropriate, including but not limited to an in-house search for applicants. The University may establish a “search committee” to seek inside and/or outside the University for the best applicant for the open position.

The Human Resources Department establishes procedures where current employees can seek out available positions with the University.

The Human Resources Department will prescribe the proper methods for recording and maintaining logs of applicants required by the EEOC.

Exempt (salaried) Applications and Interviews. The Human Resources Department establishes specific guidelines concerning formal applications and interviews for exempt (salaried) positions. The Human Resources Department works with University executives when taking applications for exempt (salaried) positions. When filling exempt (salaried) positions, the Human Resources Department will collect resumes, telephone

inquiries and referrals from current employees. It will handle the initial applications for all exempt (salaried) positions. The employee selection manager will interview the best qualified applicants. Interviews with other University administrators must be held to gather different opinions, but the final decision is up to the employee selection manager, in consultation with the appropriate University Vice President and/or the University President.

Non-exempt (hourly) Applications and Interviews. The Human Resources Department establishes procedures to process the large number of applications for non-exempt (hourly) and entry-level positions. All qualified applicants will be referred to the employee selection manager for a non-exempt (hourly) position. The selection manager should carefully review each application, follow University provided guidelines during the interviews, and supplement that list with other questions that may arise. The employee selection manager will interview no fewer than three of the best qualified applicants. At the end of the interview, the employee selection manager, in consultation with the appropriate University Vice President, will determine whether the applicant is suitable and a good fit for the position. Applicants who are not chosen will be informed as soon as possible.

Application Follow-through. Once a preliminary employment decision is made, but before extending a firm offer of employment, the employee selection manager will make complete reference checks of all past job information, either by telephone, as preferred, or in writing, if required. The applicant's three most recent employers will be contacted and the accuracy of the applicant's statements regarding position, duties, and performance will be confirmed. The employee selection manager should also seek out any information which might preclude an applicant from further consideration. Such information must be verified and checked with the applicant, and then rechecked on the basis of that discussion. The accuracy of all claims of degrees from colleges, universities or other learning institutions must be verified. Personal references may be checked, but should not be relied on for accurate information about an applicant's strengths and weaknesses. Once references are checked and satisfactory answers obtained, a decision to hire and salary amount may be made by the hiring manager in consultation with the appropriate University Vice President and the Human Resources Director. The conditional job offer is then extended by the hiring manager to the applicant, but the offer may not be finalized until the applicant's current employer is contacted for a thorough reference check. Any employment offer is contingent upon this final reference and background check.

Minimum Standards. The University has the following minimum standards for employment:

Applicants must be 18 years old. Applicants should have at least a high school diploma or equivalency for most categories of employment. Employees who do not meet this requirement but are otherwise determined by St. Ambrose to be qualified for a position will be encouraged to achieve it.

2.2 Mentor Program

The Mentor Program strives to foster a cooperative network among full-time staff, as well as to cultivate a sense of community on campus.

The program provides an opportunity for seasoned staff to share their knowledge and experience with new staff. It benefits new employees by giving them a friendly resource

where they can benefit from the coaching, guidance and encouragement a mentor can provide. Experienced staff gain a fresh perspective and develop new relationships. The University builds a stronger, more cohesive community.

The Human Resources Department will match a mentor with each new employee outside their immediate work unit, but in their same job classification.

2.3 Bonding Of Employees

Employees responsible for handling cash and other funds for the University will be covered by blanket fidelity bonds.

Employees who are not eligible for bonding are not eligible for positions requiring bonding.

2.4 Job Descriptions

The job description form provides a uniform and consistent framework in which to define the precise duties and responsibilities of each position within the University. When each job description, either new or revised, is prepared and approved as described below, it becomes an official University practice. Each employee should become thoroughly familiar with their job description, including job performance, accountability and responsibility.

Responsibilities for Job Descriptions

Timing. Job descriptions will be prepared when a new job or position is created, or an existing position is significantly altered. Revisions should be made as soon as possible after changes are made to any position.

Uniformity of Application. Job descriptions will be established for each exempt (salaried) and non-exempt (hourly) position within the University and the job description will indicate whether the position is exempt (salaried) or non-exempt (hourly). Additional requirements and standards of accountability may be applied to exempt (salaried) positions, and exempt (salaried) position standards will be as complete and concise as non-exempt (hourly) descriptions.

Approval Procedures. Each new or revised job description must be reviewed and approved in writing by the department head concerned and the Associate Vice President for Human Resources.

Preparation Instructions

Job Purpose. The goal of each job description is to give a clear, concise, and easily understood portrayal of the position, the essential functions of the position, and the qualifications needed for the position. The University suggests the following guidelines be used when preparing a new or revised job description:

- It must be logically organized utilizing simple and straightforward language.
- It must concern only duties and responsibilities of the job, not performance or characteristics of someone filling the position.

- It must leave no doubt in the reader's mind about the nature of the job.
- It must describe the particular environment in which the job is performed.
- It must include any educational requirements for the job.
- It must include any physical requirements for the job.
- It must include the job's purpose and function; its place in the University's organizational structure; the employee's authority and responsibility; and the process to which the job contributes.
- It must leave out unimportant, incidental or occasional duties, except where specifically provided for or requested.

The Job Description Form. Each job description shall include the following information on a form to be designed by the Human Resources Department:

Regular Duties. State the normal duties and responsibilities which an employee performs every day or at regular intervals. List these duties separately, striving for a concise, one-sentence description of each specific task.

Responsibilities. State the job's specialized areas of responsibility in the following terms:

1. Decision-making powers. Describe circumstances in which the employee makes decisions about the work, or checks their own or others' work.
2. Supervision. Discuss who, how, and in what circumstances this job supervises the jobs and actions of other employees.
3. Equipment operations. Discuss specific types of equipment or machines the employee must use in this position.
4. University information. Describe in detail what kinds of University information the employee is authorized to know. Discuss in detail how the employee must treat confidential information and how far their responsibility for it extends.

Occasional Duties. State the actions an employee in this job may be asked to perform on occasion, but which are not regularly required to be performed.

Accountability. Discuss to whom this position is directly accountable. Briefly describe the place this position has within the framework of its department.

Flexible Organizational Considerations. In preparing job descriptions, University supervisors should consider how their departments are organized. The University supervisors should also abide by the following guidelines when reviewing existing or developing new job descriptions:

Revisions. Supervisors should strive to revise existing job descriptions rather than expand the number of positions within the University. New positions shall be created only when a clear and current need is demonstrated through the strategic planning process. The approval of the Vice Presidents and the President are required to create any new position.

Vacancy. When a vacancy occurs, each supervisor is required to review the position with the appropriate Vice President to make a determination as to whether the position should be altered or abolished before steps are taken to fill the vacancy.

2.5 Performance Evaluations

Each employee's performance shall be reviewed and appraised annually, this includes a discussion of the employee's job description. The employee's immediate supervisor shall be responsible for conducting the review. The Human Resources Department distributes the appropriate forms for evaluations to supervisors in the spring.

The appraisal's purpose is to help the supervisor evaluate each employee's performance in an objective, consistent, and uniform manner. It shall be based on job performance and employee qualifications, which shall, in turn, be based upon each position's job description and University work standards. Other factors, such as personal habits, outside activities, etc. shall not be considered. The appraisal should acknowledge positive work that has been done, and outline any issues or areas that need improvement.

In addition, the appraisal should be used to encourage better communication between the employee and their supervisor. Supervisors should be as objective as possible in judging performance according to the appropriate standards, and should use the appraisal to discuss career development potential and possible advancement opportunities, where applicable, with the employee.

The appraisal should give the employee straightforward feedback and a clear picture of where they stand in terms of University performance standards and provide an opportunity for the individual to express disagreement with any points made. Each employee should also be encouraged to seek and receive guidance in improving performance. Employees shall also have the right to review the written appraisal, correct what they believe are inaccuracies, and make written comments concerning all aspects of the appraisal.

2.6 Flexible Work Policy And Procedure

St. Ambrose University recognizes the value of flexible work options and will consider flexible work arrangements that allow staff to balance work and personal commitments while ensuring the operational business needs of the University are met. The University considers flexible work to be a viable work option when both the employee and the job are suited to such an arrangement. This Flexible Work Policy had been implemented as a pilot program with the expectation that the University will evaluate its impact on the continued achievement of our educational promise. As with all policies in this Employee Handbook, the University reserves the right to modify, suspend or discontinue this Policy at any time, for any reason and without any promise of advance notice.

Flexible work is a privilege granted by the University, not an entitlement or right of employees. It is not a University wide benefit, and it in no way changes the terms and conditions of at-will employment with St. Ambrose. All flexible work options will comply with applicable federal and state laws, and all University rules, policies and procedures. All full-time and part-time exempt and non-exempt staff are eligible to be considered for flexible work arrangements. Temporary employees are not eligible.

Flexible work options may be appropriate for some employees and jobs but not for others. Supervisors are in the best position to understand the demands of the work,

whether a flexible work arrangement is suitable for the position, and the capacity of the staff member to succeed in a flexible work arrangement. Supervisors should review the *Flexible Work Suitability Guide*, which is available from Human Resources, to assist with this decision making. Supervisors are responsible to manage the work under the flexible work arrangement. Each department must have 67% of their department in the office each day (exceptions, Admissions and Advancement if traveling for University business), e.g. a department of six (6) should maintain four (4) employees in the office. For departments with less than four employees, 50% of the staff must be present each day, e.g. a department of three (3) should maintain two (2) employees in the office.

Procedures

Flexible work options include:

Alternate Working Schedule- Fluctuating starting and ending time during the workday or workweek.

Hybrid Remote Work-Working from home no more than two days a week.

Flexible Workweek-Allows you to come in early or stay later for up to four hours in a workweek to be used for personal events, e.g. doctor appointments, child events, home repair etc.

SUMMER ONLY- Compressed Workweek-Working the equivalent of full-time week in less than 5 days.

An employee interested in being considered for a flexible work arrangement should discuss what potential options may be available with their Supervisor. Requests will be reviewed and either approved or denied within the sole discretion of St. Ambrose. Any request must be approved according to the specific procedure indicated for each type of flexible work arrangement, and A *Flexible Work Arrangement Form* must be completed. Staff who are approved for Hybrid Remote Work will be required to sign the *Hybrid Remote Agreement* with the University, consistent with this Policy. Nothing in the *Hybrid Remote Agreement* guarantees that the employee is entitled to such work for any specified period of time, and nothing in that Agreement changes the employee's at-will employment status.

Requests for flexible work arrangements as an accommodation for a disability under the Americans with Disabilities Act are handled through a separate process and should be submitted directly to the Associate Vice President for Human Resources in the Human Resources Department.

Employees have no guarantee that any request for a flexible work arrangement will be granted. No employee request for a flexible work arrangement will not be granted automatically, and any request will be considered on a case-by-case basis with St. Ambrose having the discretion to deny the request at any time and for any reason. In addition, because working a flexible work arrangement is considered a privilege, to be eligible for consideration for a flexible work arrangement option, the employee must meet the eligibility criteria described below before requesting or being approved for this revised working arrangement.

It is assumed an employee approved for a flexible work arrangement will work scheduled weekly hours and may be required to work additional time to handle short-term projects and to satisfy weekly requirements.

If the hybrid or alternate work arrangement alters the current schedule for the employee, as recorded, the supervisor must notify HumanResources@sau.edu for payroll record purposes.

Any flexible work arrangement may be discontinued at any time at the request of either the employee or the University. Every effort will be made to provide 10 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a flexible work arrangement. There may be instances, however, when no notice is possible.

Supervisors will check with employees at intervals to determine if the arrangement is working for both the University and the employee.

An employee who commences a hybrid remote work arrangement or alternate schedule without completing the required request forms or agreement and receiving advance approval from their supervisor and the respective University Vice President may be subject to disciplinary action up to and including termination of employment.

Types of Flexible Work

A. Alternate Work Schedule

Allowing the employee to choose their daily starting and ending hours within certain limits. Examples include variable arrival times such as 7:00 a.m. through 9:00 a.m. Employee is required to be at work during their defined "core hours" during the day and they must work their scheduled number of hours each day (i.e. 8 hours for full-time employees). This scheduled flextime must meet department operational/business needs. A normal business day would consist of 8:00 a.m. to 4:30 p.m.

B. Hybrid Remote Work

Allows eligible employee to work in a designated area other than their office, (this must be at the address on record) for up to two (2) days a week. St. Ambrose considers Hybrid Remote Work to be a viable, flexible work option when both the employee and the position responsibilities are suited to such an arrangement. The employee will have an established, predictable schedule, which will be noted in the hybrid remote work agreement. An Alternate Work Schedule is not allowed when working remote. A normal business day when working remote is considered 8 a.m. to 4:30 p.m.

C. Flexible Workweek

Allows you to come in early or stay later to accumulate up to four hours in a workweek to take time off in the same workweek for personal events, e.g. doctor appointments, child events, home repair etc. If the workweek recorded is less

than 40 hours then PTO must be used. Salaried employees also qualify for the flex time. Advance supervisor approval is required as determined by department supervisor.

D. Summer Only- Compressed Workweek - Working the equivalent of full-time week in less than 5 days.

- A compressed workweek allows staff to work longer days during the summer for part of the week in exchange for one or a half day (4 hours) off each week. Compressed workweeks are most appropriate in situations in which staff do not have to keep pace with incoming work daily or where there are several staff that perform the same job. This option is more easily applied to non-exempt staff for whom maximum work hours are identified, but is not ruled out for monthly paid staff who work more than 40 hours during the workweek.
- An employee would be required to work four 10-hour days and would take off one (1) workday per week or work four 9-hour days and one 4-hour day to take off a half day per week. This schedule must be fixed for the term of the summer agreement, and the day off cannot vary week to week or month to month.
- An employee must review the Compressed Workweek Frequently Asked Questions for clarity on expectations for employees working a compressed schedule.

Eligibility

Individuals requesting a formal hybrid arrangement must be employed by St. Ambrose for a minimum of 6 months of continuous, regular employment, must have a current satisfactory performance record on file and may not currently have a performance counseling plan in place. Current employees who transfer departments to a new role will have to work at least 6 months in their new position before requesting a hybrid arrangement.

Before entering into any Flexible Work Agreement, the employee and supervisor, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and supervisor will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful flexible work schedules including hybrid remote work.
- Job responsibilities. The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a flexible work schedule.
- Equipment needs, workspace design considerations and scheduling issues. The employee and supervisor will review the physical workspace needs and the appropriate location for hybrid remote work.
- Tax and other legal implications. The staff member must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office on a hybrid basis. Responsibility for fulfilling all obligations in this area rests solely with the staff

member.

For hybrid remote work, if the employee and supervisor agree, a *Hybrid Remote Work Agreement* will be completed and signed by the employee and supervisor. The respective Vice President of that department will grant final approval before the agreement is final.

Evaluation of hybrid remote work performance will include regular interaction by phone and e-mail between the employee and the supervisor, and weekly face-to-face meetings to discuss work progress and problems. At the discretion of the supervisor, the employee and supervisor will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of hybrid work performance will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the hybrid employee and supervisor will be agreed to as part of the discussion process. The supervisor and hybrid employee will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Hybrid Remote Work Guidelines

- 1. Compliance with Policies.** Employees who are granted the privilege of Hybrid Remote Work must comply with all St. Ambrose University rules, policies, practices, and instructions which apply to them when working on campus (or otherwise on the University's behalf), including but not limited to information security and data protection policies and procedures (see item 8 below). Violation of any of the above may result in the termination of the Hybrid Remote Work arrangement and/or disciplinary action, up to and including termination of employment.
- 2. Hours of Work.** The total number of hours that Hybrid Remote Work employees are expected to work will not change. The University also expects the same level of productivity from Hybrid Remote Work employees that is expected of employees working in-person at their University workplace. Hybrid Remote Work employees who are not exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) will be required to record all their hours worked in the University's Self Service system. For non-exempt employees, hours worked in excess of those specified in the Hybrid Remote Work agreement will require the advance approval of the supervisor.

If inclement weather or campus closing is declared at a campus or facility work location, an employee who is working remotely at home is generally eligible for inclement weather or campus closing leave.

- 3. Availability.** If needed, supervisors may require employees to report to their University workplace for work-related meetings or other events on days on which

they are scheduled for Hybrid Remote Work. A requirement that an employee must attend a meeting or event on campus despite it being a designated remote workday does not guarantee that another remote day may be substituted.

Some departments on campus may have blackout dates, during which employees may need to be physically on campus. Blackout dates refer to periods or dates when employees are not allowed to work from home due to high demand or seasonal events. Respective vice presidents in conjunction with supervisors will designate and communicate certain dates as critical times when employees are expected to be in attendance on campus.

- 4. Use of Leave.** Employees may not use Hybrid Remote Work in place of Qualified Leave (as defined in this Employee Handbook), or any other types of leave. Using Hybrid Remote work during an approved Family Medical Leave Absence must be approved in advance by Human Resources.

Hybrid Remote Work must not serve as a replacement for dependent care or other obligations that may affect one's ability to work as scheduled. In the event a dependent child is ill, and if your work situation warrants Hybrid Remote Work, you may work up to four hours each day. You must use other types of paid leave in excess of four hours.

Employee who are unable to work due to illness on a day they are scheduled to work remotely must use their PTO or other leave, if eligible and report their absence to the supervisor and on their timesheet or leave record.

- 5. Safety and Liability.** The University assumes no responsibility for injuries occurring in the employee's alternate work location outside the agreed upon work hours or for injuries that occur during working hours but do not arise out of and in the course of employment. The University also assumes no liability for damages to employee's real or personal property resulting from participation in the Hybrid Remote Work program.

Workers' compensation coverage is limited to designated work areas in employees' homes. Employees agree to abide by the same safety standards that are required for work in the University workplace, and to maintain safe conditions in their alternate work location. Employees must follow normal procedures for reporting illness or injury.

Meetings with students, co-workers, or others conducting business with the University shall not be held in person in a hybrid remote work employee's home.

- 6. Equipment and Materials.** The University provides equipment and materials to employees at their University workplace so they may effectively perform their duties; however, neither the University's Information Technology Services nor the individual University departments will duplicate resources between the University workplace and the Hybrid Remote Work location. The University will not provide or fund printing, home/cellphone or internet services for Hybrid Remote Work.

Hybrid Remote Work employees may use University-owned equipment in accordance with the University's Network Acceptable Use Policy. Hybrid Remote Work employees

are responsible for protecting University-owned equipment from theft, damage and unauthorized use. The University will maintain service, and repair University owned equipment used in the normal course of employment when brought to campus for repair. The Hybrid Remote Work agreement may also permit employees to use their own equipment, consistent with the University's Data Entry Policy, VPN Access Procedure and Email Policy.

When employees are authorized to use their own equipment, the University is not responsible for the cost, repair, or service of the employee's personal equipment unless otherwise expressly agreed to in advance in the Hybrid Remote Work agreement.

The employee is responsible to immediately alert the University of any suspected data security breach connected to their own equipment.

The employee shall promptly notify their supervisor when they are unable to perform work assignments due to equipment failure or other unforeseen circumstances. The employee may be assigned to another work project and/or return to campus that may necessitate termination of the Hybrid Remote Work agreement.

Important information regarding creating a service ticket, VPN requests, troubleshooting or other general IT questions or assistance can be found on the appropriate campus IT page.

- 7. Costs of Hybrid Remote Work.** The employee will establish an appropriate work environment within their home for work purposes. The University will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. The University does not assume responsibility for operating costs, home maintenance, or other costs incurred by employees in the use of their homes as a hybrid remote work alternate work location.
- 8. Security.** Consistent with the University's expectations of information security for employees working at the office, hybrid remote work employees will be expected to ensure the protection of proprietary University and student information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment. All records, documents, and correspondence, either in paper or electronic form must be safeguarded for return to the University.
- 9. Ad Hoc Arrangements.** Temporary hybrid remote work arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance. All general expectations and conditions would apply as noted in this Policy. Employees are not to use public Wi-Fi without VPN or hotspot.
- 10. Dress Code.** The University expects the same level of professional appearance from Hybrid Remote Work employees that is expected of them when working at

their University workplace. This includes following the Dress Code Policy.

Hybrid Education Links (Intended to assist with hybrid best practices)

<https://www.flexjobs.com/blog/post/thrive-hybrid-work-environment/>
<https://www.officernd.com/blog/hybrid-work-tips-for-employees/>

Supervisor Resources

<https://hr.wisc.edu/managers-and-supervisors/supervising-in-a-hybrid-work-environment/>

<https://www.gallup.com/workplace/341894/measure-performance-strategies-remote-hybrid-teams.aspx>

<https://hr.sparkhire.com/best-hiring-practices/ways-to-effectively-measure-performance-in-a-hybrid-work-environment/>

2.7 Revision Procedure

The Human Resources Committee will generally seek to review this Staff Handbook every three years and at any other time deemed necessary by the Associate Vice President for Human Resources and/or the President. The University, at the discretion of the President, reserves the right to review and amend or change any policy contained herein at any time with or without notice.

2.8 Staff Assembly

The primary mission of the University Staff Assembly is to provide a forum for staff members in order to facilitate discussion of common concerns. In addition, its mission includes providing mechanisms to provide for and promote staff development, promote a collegial spirit among all the offices on campus, and encourage and facilitate closer ties with the faculty, students and administrative staff. This mission also reflects a commonality with the University mission.

All staff may attend the regular monthly Staff Assembly meetings during work time with permission of their supervisors. In addition, staff are allowed one hour of work time per month to participate in Staff Assembly committee work. The agenda and minutes of the committee meetings must be posted and attendance listed on the portal. Staff members should give advance notice to their supervisors of their plans to attend.

2.9 Electronic Communication Policy

The purpose of this Policy is to instruct non-exempt (hourly) employees concerning use of electronic communications devices when not scheduled for work duty. Employees of the University may perform job duties using a variety of electronic communications depending on the nature of the work and responsibilities involved. Some of the communication media might include cellphones, and any other mobile device.

Legal Framework for Non-exempt (hourly) Employees

As with other types of authorized work, all time spent by non-exempt (hourly) employees

using electronic communications for work purposes will be considered hours worked; the time is compensable and will count toward overtime eligibility as required by law. Therefore, to avoid incurring unnecessary expenses, electronic communications should not be used outside regularly scheduled work hours unless required by their supervisor. This includes all types of work-related communication.

Prohibited Use of Electronic Communications Devices

Non-exempt (hourly) employees should not check for, read, send or respond to work-related e-mails, and text messages, or accept phone calls outside their normal work schedules unless specifically authorized based on job duties or direction by their supervisor to do so. If a supervisor instructs an employee to work outside their normal schedule, that time must be recorded.

Enforcement

Non-exempt (hourly) employees using electronic communications for unauthorized work-related correspondence outside of normal work hours may be subject to disciplinary action up to and including termination for violating this Policy. Supervisors requiring non-exempt (hourly) employees to use electronic communications for unauthorized work-related correspondence outside of normal work hours are also subject to disciplinary action up to and including termination.

3.0 Standards Of Conduct

3.1 Work Records And Reporting

A timecard must be submitted by each non-exempt (hourly) employee. An employee's work span must cover 8 ½ hours in one day. Lunch break must be taken for 1/2 hour. The break in the morning and afternoon is considered work time, so if an employee works through a break period this does not allow them to leave that much earlier. Those who work part-time, that is at least four hours in one day, are entitled to a break period of 15 minutes. If less than four hours are worked, the supervisor does not have to give the break period.

The normal working day will consist of eight hours, with an additional 1/2 hour for lunch.

The workweek is defined as 40 hours per seven-day period, Saturday through Friday. Working hours shall be determined by the job requirements of each department. A schedule of 8:00 a.m. to 4:30 p.m., Monday through Friday, shall prevail whenever possible.

All overtime must be approved in advance by the department supervisor, and will be paid as provided for in the law.

Absence must be recorded on the timecard—paid time off, qualified leave, or holiday. (See 1.5 Time Off Benefits)

A non-exempt (hourly) employee will be paid overtime for hours over 40 per week. Paid Time Off, qualified leave, bereavement, jury duty and campus closing are excluded from

the base 40 hours.

Only hours actually worked may be listed on an employee's timecard. No hours can be charged on one employee's timecard for hours another employee worked.

All timecards must show lunch period time if an employee works 8 hours in a day.

Pay period covers from the 26th of one month through the 25th of the following month. Earning Statements are created on the first working day of the new month, with funds deposited to the employee's chosen financial institution. If the first working day falls on a Saturday, payment will be the Friday before; if it falls on a Sunday, payment will be made the following Monday. The exception to this rule would be Labor Day or New Year's Day, when payment will be the first banking day following the holiday. Statements can be viewed and are available online.

Part-time employees who are eligible for paid time off will only be paid the number of hours they are normally scheduled to work.

Exempt (salaried) employees must record their absence on a monthly basis in Self-Service. Dates of absences must be recorded along with the reason for the absences, PTO or QL. Failure to comply with policy and procedure for recording absences will result in employee not receiving any benefits claimed to be accrued.

3.2 Absence Notification Procedure

Employees who are unable to report for work and who are not on a previously approved leave of absence, are required to give reasonable notification to their immediate supervisor.

Notification must be made as soon as the employee is aware that they will not be able to report to work and preferably no later than 30 minutes prior to the employee's scheduled start time.

The preferred method of notification is to call the supervisor at their University work number. Individual supervisors may approve alternate methods of notification such as email, calling or texting the supervisor's cell phone.

If the employee fails to notify the supervisor of the absence in accordance with this procedure, the employee may be subject to disciplinary action.

If the employee is out for more than one day, the employee is required to notify the supervisor each day, in accordance with the initial notification procedure, of the continued absence. If the absence extends for a period of time, the employee and supervisor may establish a schedule to report on a less frequent basis.

If the employee is out for at least three days for possible reasons that might relate to sick leave, or other protected leave, the supervisor will notify Human Resources of the absence. Human Resources will determine the appropriate actions to take.

3.3 Dress Code

The University strives to maintain a business atmosphere and at the same time be responsive to the trend of more casual and comfortable attire. It is important that staff members convey a professional image in dress that is consistent with the University's status as a professional institution of higher education.

Some areas of the University that have limited public contact may be more flexible in terms of dress codes. Other areas require more professional dress standards because of the nature of the individual's contact with others.

Supervisors shall establish reasonable codes (e.g., business casual) for dress that reflect departmental needs, taking into account appropriateness for public contact, safety and responsibility.

Fridays will be "spirit day" on campus. Jeans in "good" condition with an accompanying St. Ambrose University or Mount Mercy University shirt, jacket, sweatshirt or other similar SAU/MMU item and appropriate tennis shoes are acceptable. On Friday's where a significant number of prospective students, families, guests or donors are visiting campus (orientation days, homecoming weekend etc.) should revert back to business casual attire or other requested professional dress per the request of their supervisor or the President.

Employees who report to work inappropriately attired may be asked to leave work to change clothes and will be required to use PTO to do so. Employees may also be disciplined for violations of this Policy up to and including termination of employment.

3.4 Outside And Additional Employment And Committee Work

All employees are encouraged to discuss outside employment with their supervisor. Any outside employment or volunteer commitment which represents a conflict of interest with an employee's work at the University, or which adversely affects the employee's performance at the University, is prohibited.

Additional University employment for exempt (salaried) employees, including teaching and coaching appointments, must be approved in advance by the full-time (or primary) department supervisor, in consultation with their superior. Any employee who spends time fulfilling additional employment duties during their regularly assigned full-time/primary employment hours must work with their full-time/primary supervisor to devise a schedule to make up the lost time, or they are subject to disciplinary action up to and including termination of employment.

Non-exempt (hourly) employees may not take on additional University employment, including teaching and coaching appointments, unless it is considered a regular part of their employment role as defined in their approved job description.

If an employee wishes to serve on a University committee or be involved in a volunteer activity during regular work hours, approval must be given by the department supervisor.

3.5 Disciplinary Policy

Employees who violate workplace rules, conduct themselves in an inappropriate manner, or fail to meet the requirements of the position are subject to discipline up to and including termination of employment. When disciplinary action is deemed necessary the University will determine, in its sole discretion, the discipline that will be issued. There is no guarantee of any specific steps of discipline, and the University may immediately terminate an employee based on a single incident where no prior discipline had been issued to the employee. The University may utilize the following steps of discipline, which may be deviated from and/or skipped entirely in the University's sole discretion:

- Oral warning
- Written warning
- Demotion, suspension, or immediate termination of employment

The University may at any time deviate from these steps within its sole discretion, and there is no guarantee that any employee will receive any specific progressive disciplinary steps, which is consistent with the at-will employment status of all employees.

An employee's immediate supervisor may give an employee feedback or discipline at any time for unsatisfactory job performance.

A written warning may be issued to an employee at any time. Upon lack of improvement, a repeated offense, or another offense committed by an employee, a written warning including date of initial oral warning may be issued to the employee, signed by the employee and supervisor, and a copy placed in the employee's personnel file. Termination of employment or other disciplinary action may be implemented at any time.

Disputes arising from the use of these disciplinary policies may be appealed through the grievance section 4.3 of the Universal Handbook.

Suspension. At the University's sole discretion, an employee may be suspended with or without pay. After a thorough investigation, the University will take any action the University deems appropriate, including termination of the employee.

The University does not promise that any specific disciplinary process will be provided to any employee. All employees are employed at-will and all employees are subject to termination at any time and without notice, and nothing in this Policy changes that at-will employment status or guarantees that an employee will be employed by the University for any set period of time.

3.6 Terminations

As stated elsewhere in this Handbook, all employment relationships with St. Ambrose University are on an at-will basis. Thus, although the University hopes that our relationships with employees are long-term and mutually rewarding, the University reserves the right to terminate the employment relationship at any time, for any reason, and without any prior notice. The University also strongly encourages all supervisors to recognize and take action when an employee is not happy with or suitable for the position held.

Voluntary Terminations. A voluntary termination occurs when an employee resigns or is separated from the University at their request.

Any employee intending to resign or leave the University voluntarily is requested to give at least a two-week of notice in writing to their immediate supervisor unless otherwise designated by a contract signed by the University President. The supervisor will then immediately notify the department head and the Human Resources Department.

Any employee who fails to report for work, or to report absences, for three consecutive days will be considered to have voluntarily terminated their employment with the University.

Involuntary Terminations. An involuntary termination is defined as follows:

Layoff. A reduction in the workforce, either permanent or indefinite.

Release. Failure to perform the job assignment in an appropriate and satisfactory manner.

Immediate Dismissal. Employees are subject to immediate dismissal without notice within the sole discretion of the University, and when this occurs, the employee will be required to immediately leave the premises.

The University retains the right to terminate employees at any time for any reason, and is not bound by any oral promises, direct or implied, concerning any length of employment.

Any employee who is terminated under voluntary termination or layoff and then rehired, and for whom there is a definite break of four weeks or more, will be hired as a new employee.

See section 3.5 for policies related to termination proceedings.

Termination Appeals. Any employee terminated by release, discharge, or immediate dismissal has the right to appeal the University's action through the University's problem-solving procedure as defined and described in [section 3.5 in the Universal Handbook].

Re-Employment. Only under clearly extenuating circumstances determined within the sole discretion of the University, or by legal order, will the University re-employ anyone terminated by immediate dismissal. Any employee who is terminated under voluntary termination and rehired within the sole discretion of the University and for whom there is a definite break of four weeks or more, will be hired as a new employee, with the exception of a layoff.

Exit Interviews. Employees who leave the University for any reason may have a separate exit interview with their department head and a representative of the Human Resources Department. Except in cases of substantial work force reduction and extraordinary circumstances, exit interviews may be conducted on the employee's last day of employment. This day is also considered the employee's last official day of work.

Purposes. The purposes of an exit interview are:

- To openly discuss the reasons the employee is leaving the University.
- To discover any information that can proactively solve issues.
- To learn of any grievances or problems the employee may have with the University, so that management can investigate possible solutions.
- To reveal any misunderstandings between an employee and immediate supervisor, so that a similar situation can be avoided in the future.

Interview Procedures. The Human Resources Department will provide a form for the proper questions department heads and Human Resources Department staff members should follow when conducting exit interviews. These guidelines should include, in cases of release or discharge, appropriate feedback. The employee should be encouraged to recognize strengths and favorable qualities, and the University should recommend areas in which they may succeed. The interviewer should also take care of such details as return of University property.

The interviewer should always make it clear to the employee that the University will offer assistance where that is possible. As soon as the interview is over, the department head should prepare the proper form and forward it to Human Resources. In cases where Human Resources should explore some questions more thoroughly, the department head should contact the Associate Vice President for Human Resources immediately, before the employee is interviewed at Human Resources.

The interview with the Associate Vice President for Human Resources should cover the same general areas as the department review. Both interviewers are responsible for initiating appropriate remedial and corrective action if an employee identifies any violations of University policy or issues that need to be addressed.

References. All telephone inquiries from prospective employers, investigative groups hired by an employer, etc., about a past employee's employment record, performance, or attendance must be referred to the Associate Vice President for Human Resources. Former employees should direct these inquiries only to St. Ambrose's Associate Vice President for Human Resources. No one is authorized to release any information about a former employee without the written consent of that employee. Any employee who releases unauthorized information is subject to discipline up to and including immediate termination of employment. The University will not tolerate such disclosures, which jeopardize the former employee's right to privacy, and may subject the University to legal action. Except where specifically requested by the former employee, only information pertaining to dates of employment and position held with the University will be released. Information regarding character, performance, attendance, ability, personal characteristics, etc., will only be released in response to an employee's written request and waiver of claims.

Employee Death. When an employee has been notified of their termination or has given the University notice of intent to resign and the employee dies before leaving the University, the beneficiary(s) will receive all that is due the employee—specifically unpaid compensation.

4.0 Compensation Policies

4.1 Wage And Salary Administration

The goal of the Wage And Salary Administration Policy is to provide a reasonable and workable framework through which to pay employees fair and equitable wages, and to promote employee productivity and overall job performance.

University employees fall into two groups: Exempt (salaried) or Non-Exempt (hourly) (see section 2.3 of the Universal Handbook).

Under regulations set out in the Fair Labor Standards Act of 1938, as amended, overtime is not paid to exempt (salaried) employees. Exempt (salaried) employees are classified as Executives, Administrators, Professionals, Computer Employees, Outside Sales Employees, or Highly Compensated Employees as defined in the most current FLSA regulations [See section 2.3 of the Universal Handbook].

All non-exempt (hourly) employees are required to be paid overtime at time and one-half their regular wages for hours the employee actually works that exceed 40 hours in any one workweek. The workweek consists of seven days, Saturday through Friday.

A non-exempt (hourly) employee will be paid overtime for hours over 40 per week. Since overtime is pay for hours actually worked, time taken as Paid Time Off (PTO), Qualified Leave (QL), Paid Parental Leave (PPL), Volunteer Time (VOL), bereavement, jury duty and campus closing are excluded from the base 40 hours used to calculate non-exempt employee wages.

All overtime must be approved in advance by the department supervisor, and will be paid as provided for by the law.

All employees will be paid monthly on the first working day of the month. Employees are responsible for checking the accuracy of their pay vouchers, and if they have any questions or concerns, these should be addressed to the Human Resources Department. If the first working day falls on a Saturday, payment will be the Friday before; if it falls on a Sunday, payment will be made the following Monday. The exception to this rule would be Labor Day or New Year's Day, when payment will be the first banking day following the holiday.

All employees' payroll will be directly deposited to the financial institution of their choice.

Upon termination of employment, the final pay will be on the next regularly scheduled pay day.

In considering salaries, the following factors will be used: job performance, experience, education, current salary range(s) for positions (can be seen in Human Resources Department), scope of responsibilities, workload, and length of service at St. Ambrose and Mount Mercy.

Salary reviews for new employees may be made at the end of their introductory period with recommendations made to the appropriate Vice President and the Associate Vice President for Human Resources.

A decision for any salary increases for current employees will be made no later than the end of August by the President and Cabinet.

An offer letter of employment will be sent out by the Associate Vice President for Human Resources to all exempt (salaried) and non-exempt (hourly) employees that will cover the hire date, wages or salary, any special conditions of employment and introductory period.

The University wishes to recognize staff for service which goes beyond that expected of any employee. A supervisor may make a recommendation for a staff recognition award to the Vice President of their area (or direct report of the President, where applicable) no later than June 30th each year. Such a recommendation would be accomplished by a one-paragraph rationale of why the staff member deserves the recognition award.

The appropriate Vice President and Associate Vice President for Human Resources reserve the right and have the discretion to recommend to the University President exceptions and/or changes to the wages, salary and benefits of any employees of the University at any time.

Salary Ranges

Salary ranges shall be established for each position by the Associate Vice President for Human Resources in consultation with the appropriate Vice President. Current employee compensation information is available for review on a need-to-know basis in the Human Resources Department.

Consultations with Department Heads, the Associate Vice President for Human Resources and the appropriate Vice President will take place and many factors will be considered including potential consideration of the current pay ranges for comparable positions in the geographic area in higher education. At all times the University retains

the full discretion to set the appropriate compensation for any position.

Policy for Demotion or Reduced Responsibility

When an employee, either exempt (salaried) or non-exempt (hourly), is given a reduction in assignment or relieved of duties and responsibilities because of lack of ability to perform satisfactorily, to a revision of the position and goals set as part of that position, an evaluation of the work now assigned will determine the salary adjustment to be made in direct proportion to the new responsibility, which will be done in the sole discretion of St. Ambrose.

4.2 Travel Time For Non-Exempt (Hourly) Employees

Some non-exempt (hourly) positions within St. Ambrose University require travel in the U.S. and abroad. The purpose of this Policy is to state the pay rules that apply to non-exempt (hourly) employees when traveling on University business.

Commute Time

Employees are not paid for ordinary home-to-work travel time.

Travel During the Workday

Travel time during normal work hours, including traveling from one location to another, is compensable. Regular meal period time is not considered compensable time.

Out of Town Travel – Special One-Day Assignment

An employee who is required to travel to another city and return home the same evening, either as a passenger or a vehicle operator, must be paid for the travel time, even if it is outside their normal work hours. Regular meal period time is not considered compensable time.

Example:

An employee who lives in Moline with regular working hours of 8 a.m. to 4:30 p.m. is given an assignment to be at a different destination by 9 a.m. for a meeting. The employee leaves home at 6:00 a.m. and drives to their destination. The meeting concluded at 4 p.m. and the employee arrives back home at 6:30 p.m. The travel time outside normal working hours is considered time worked which is 4 hours paid for travel time.

Overnight Travel

For overnight trips, out of town (e.g., attending a conference at the University's direction), all time spent traveling is work time when it corresponds with the employee's normal working hours. This not only includes during regular working days but also includes during corresponding working hours on nonworking days.

Example:

If an employee regularly works from 8 a.m. to 5 p.m. from Monday through Friday, travel during these hours is compensable work time on Saturday and Sunday as well as on the other days during these hours. However, hours spent in travel outside of normal working hours as a passenger in a car, train, airplane, etc., are not counted as compensable time.

Work Performed While Traveling

Any work performed regardless of the time or mode of travel is considered hours worked.

If an employee or supervisor is uncertain of a travel situation and time worked, please contact the Human Resources Department.

5.0 Time Off Benefits

5.1 Paid Time Off And Qualified Leave

New Hires: PTO accrual for new hires will start in the month they begin employment. New hires will have access to their PTO after the successful completion of their introductory period.

Full-time staff members are entitled to vacation and sick days under the University's program of paid time off (PTO). Through a single amount of time off, this program provides a high degree of flexibility for the staff member.

Except in the case of illness or emergency, PTO must be scheduled in advance and is subject to approval by the supervisor. PTO may be taken for vacation, personal time, illness or time off to care for dependents in one hour increments up to a full day. Holidays, jury duty and bereavement leave are provided under separate policies and do not count as PTO.

PTO for full-time employees who are scheduled to work 12 months per year is earned on the basis of years of employment with St. Ambrose and where applicable Mount Mercy, effective with the first month of employment, as follows:

0–4 years of service, PTO is earned at a rate of 1.42 days per month for a maximum of 17 PTO days earned per year.

5–9 years of service, PTO is earned at a rate of 1.83 days per month for a maximum of 22 PTO days earned per year.

10 or more years of service, PTO is earned at a rate of 2.25 days per month for a maximum of 27 PTO days earned per year.

Less Than 12 Month Employee

Full-time employees scheduled to work less than 12 months earn PTO on the basis of

years of employment with St. Ambrose and where applicable Mount Mercy. PTO is effective with the first month of employment, as follows:

11 Month Employee:

0-4 years of service, PTO is earned at a rate of 1.25 days per month for a maximum of 15 PTO days earned per year.

5-9 years of service, PTO is earned at a rate of 1.67 days per month for a maximum of 20 PTO days earned per year.

10 or more years of service, PTO is earned at a rate of 2.00 days per month for a maximum of 24 PTO days earned per year.

10 Month Employee:

0-4 years of service, PTO is earned at a rate of 1.17 days per month for a maximum of 14 PTO days earned per year.

5-9 years of service, PTO is earned at a rate of 1.50 days per month for a maximum of 18 PTO days earned per year.

10 or more years of service, PTO is earned at a rate of 1.83 days per month for a maximum of 22 PTO days earned per year.

9 Month Employee:

0-4 years of service, PTO is earned at a rate of 1.07 days per month for a maximum of 12.78 PTO days earned per year.

5-9 years of service, PTO is earned at a rate of 1.37 days per month for a maximum of 16.47 PTO days earned per year.

10 or more years of service, PTO is earned at a rate of 1.69 days per month for a maximum of 20.25 PTO days earned per year.

Part-Time 12 Month Employee

PTO for part-time employees scheduled to work 12 months per year is earned on the basis of years of employment with St. Ambrose and where applicable Mount Mercy, effective with the first month of employment, as follows:

0-4 years of service, PTO is earned at a rate of 0.71 days per month for a maximum of 8.5 PTO days earned per year.

5-9 years of service, PTO is earned at a rate of 0.92 days per month for a maximum of 11 PTO days earned per year.

10 or more years of service, PTO is earned at a rate of 1.13 days per month for a maximum of 13.5 PTO days per year.

Part-Time Less Than 12 Month Employee

Part-time employees scheduled to work less than 12 months earn PTO on the basis of years of employment with St. Ambrose and where applicable Mount Mercy, effective with the first month of employment, as follows:

11 Month Employee:

0-4 years of service, PTO is earned at a rate of .65 days per month for a maximum of

7.80 PTO days earned per year.

5-9 years of service, PTO is earned at a rate of .84 days per month for a maximum of 10.08 PTO days earned per year.

10 or more years of service, PTO is earned at a rate of 1.03 days per month for a maximum of 12.36 PTO days earned per year.

10 Month Employee:

0-4 years of service, PTO is earned at a rate of .59 days per month for a maximum of 7.08 PTO days earned per year.

5-9 years of service, PTO is earned at a rate of .77 days per month for a maximum of 9.17 PTO days earned per year.

10 or more years of service, PTO is earned at a rate of .94 days per month for a maximum of 11.28 PTO days earned per year.

9 Month Employee:

0-4 years of service, PTO is earned at a rate of .53 days per month for a maximum of 6.37 PTO days earned per year.

5-9 years of service, PTO is earned at a rate of .69 days per month for a maximum of 8.25 PTO days earned per year.

10 or more years of service, PTO is earned at a rate of .84 days per month for a maximum of 10.08 PTO days earned per year.

Part-time staff members who are hired into a full-time benefits-eligible position, may count each year in which they have worked 1000 hours or more while part-time as a half- year of service on the PTO schedule. For example, if a part-time staff member worked 1000 hours during each of four employment years and then became a full-time benefits-eligible staff member, they would earn 2 years of service and be eligible for 1.42 PTO days per month during the first year of full-time employment.

PTO days are earned during certain leaves of absence such as leave under the Family Medical Leave Act ("FMLA").

Blackout Periods: Blackout dates refer to periods or dates when employees are not allowed to take time off due to high demand or seasonal events. Some departments on campus may have blackout dates, during which employees may not request PTO. Respective vice presidents in conjunction with supervisors will designate and communicate certain dates as critical times when employees are expected to be in attendance. Employees requesting time off during a blackout period will be reviewed on a case-by-case basis and may only be approved in a rare circumstance and at the sole discretion of the University.

PTO Bank Limits

The maximum hours an employee can have in their PTO bank is based on years of service annual accrual plus 40 hours. Any PTO accrued in excess of their maximum bank may be rolled into their Qualified Leave (“QL”) bank if it has not reached the maximum 130 days (1040 hours).

Qualified Leave

Full-time employees can accumulate up to 130 days total in their Qualified Leave (“QL”) bank. Part-time employees can accumulate up to 65 days total in their QL bank.

In addition, full-time employees earn Qualified Leave at the rate of 4.67 hours per month, for a maximum of 7 QL days earned per year.

In addition, part-time employees earn Qualified Leave at the rate of 2.34 hours per month, for a maximum of 3.5 QL days per year.

QL’s may be used for illnesses or accidents when the employee will miss two or more consecutive days, is hospitalized or under the continuing care of a doctor.

Upon returning to work after being absent two or more consecutive days due to illness, injury or hospitalization, an employee seeking to have that absence covered by earned QL time accumulated in their QL account must present to the Human Resources Department a doctor’s note that: verifies the necessity of the days off, authorizes the employee to return to work, and states limitations to be observed, if any.

Any hourly employee who (1) has completed ten (10) continuous years of employment with the University; (2) leaves their employment with the University in good standing, and (3) gives the proper notice of separation to the University, will be paid 25% of their QL balance. Hourly employees who are terminated as Immediate Dismissal (as defined above) or for any policy violations are not eligible to receive payment of any QL balance upon their separation of employment. Salaried employees will not be paid out any QL at the time of their separation of employment regardless of their standing with the University or the reason for their separation.

QL can be used for up to two weeks on a rolling calendar year for a serious illness that meets the FMLA definition to care for a parent-in-law or an adult sibling (which are leave reasons that do not qualify for FMLA leave). The adult sibling must not have a spouse, adult child(ren) or capable parent that is able to care for them, and the employee must not be in loco parentis to the adult sibling (in loco parentis status may qualify for FMLA leave, see the FMLA Policy). Appropriate medical documentation would need to be completed and approved before QL can be used. QL can be used in intermittent increments of .25 hours up to 8 hours a day for this care. The time used under this Policy for the reasons described in this paragraph would not be counted against any FMLA leave.

Limitations

When a staff member terminates full-time employment with the University, they will be entitled to be paid for earned but unused PTO days with the exceptions noted below.

PTO cannot be used as a part of the staff member's two-week notice.

No payment for unused PTO days is made to staff members who have their employment terminated for violation of University rules/regulations, to staff who resign without proper notice, or to staff who resign or terminate their employment during the initial introductory period. Employees who have policy violations will not be entitled to payment for PTO upon their separation of employment, and for example an employee who fails to comply with the Policy for completing monthly attendance reports has committed a policy violation, and will not receive payment for PTO upon their separation of employment.

5.2 Holidays

The following are recognized holidays with pay for eligible employees: New Year's Day (Jan. 1), Martin Luther King Day, Good Friday, Memorial Day, Juneteenth (June 19), Independence Day (July 4), Labor Day, Wednesday before Thanksgiving, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day (Dec. 24), Christmas Day (Dec. 25), the day after Christmas (Dec. 26), and New Year's Eve Day (Dec. 31). There will be one (1) floater holiday determined by the University each year.

To qualify for holiday pay, an employee must be present the workday preceding and the workday following the holiday unless absence is due to a previously approved leave or the employee must provide a doctor's note covering the absence. To be eligible to be paid for the Christmas break, a staff member must be present for five (5) working days after the last day of break.

The University President must approve any and all departmental closings prior to or succeeding designated holidays.

There are departments on- or off-campus that may need to stay open during holidays. Some of these departments include, but are not limited to, Advancement, General Accounting, the Post Office and Security/Public Safety.

While the University encourages departments to make every effort to allow eligible employees to take the time off for holidays, the University reserves the right to schedule work hours during holidays for departments that need to remain open and employees who are scheduled to work are required to work on those dates.

In departments where eligible staff is required to work on a holiday, they may either elect to have additional PTO time equivalent to the number of hours worked added to their bank which would need to be taken prior to the end of the current fiscal year or receive their hourly rate for the time worked in addition to their holiday pay. In either scenario, employees will be paid their regular compensation for hours actually worked.

When holidays fall on a weekend the following will apply:

- When a holiday falls on a Sunday, the following Monday will be observed as the holiday.
- When a holiday falls on a Saturday the preceding Friday will be observed as the holiday.
- In the event that the December 24, 25, 26 or December 31 and January 1 holidays fall on a Saturday or Sunday, the President's Cabinet will reassign the holiday to an appropriate date during that same time period.

- Part time employees are only paid holiday pay if that is a scheduled workday for them. They will only receive pay for hours that they would normally be scheduled to work. Example: July 4—Holiday; normal work schedule five hours—Holiday pay for only five hours.

5.3 Volunteer Time Off

The University encourages employees to become involved in their communities, lending their voluntary support to programs that positively impact the quality of life within these communities.

Employees may receive up to eight (8) hours of paid time off in each fiscal year to perform volunteer services through eligible non-profit organizations as defined by this Policy.

Volunteer time off may be taken in one (1) hour increments during regularly scheduled work hours with advance notice to the employee's supervisor and subject to approval from the employee's supervisor.

Volunteer time off that is approved may only be used in the fiscal year in which it is granted. If the voluntary time is not used in that fiscal year, it is not paid out at termination of employment and any unused volunteer time may not be carried over into the next fiscal year.

Definitions:

Volunteer Time Off: Up to eight (8) hours of paid time off per fiscal year is available to employees in addition to, and not charged to, an employee's PTO leave balance. This leave requires advance notice to the employee's supervisor and approval from the employee's supervisor.

Eligible Non-Profit Organizations: To ensure consistency in managing time off approvals under this Policy, the University will provide volunteer time off for employees to serve non-profit organizations affiliated with the United Way, the University organized community service events, your child's school, your church or a local civic engagement. A listing of eligible organizations can be found by visiting the United Way website.

Procedure:

Employees requesting volunteer time off must complete the Volunteer Time Off Form 11-2020.pdf (found on the Human Resources Share Point page) and submit the form to their supervisor for approval with reasonable advance notice of the proposed time off. The decision to approve a request is within the discretion of the supervisor, based on the business and operational needs of the department. In the event that the time proposed conflicts with business needs, the supervisor may suggest alternate times that the employee may use volunteer time off. Supervisors will submit completed forms to the Human Resources Department in the month the volunteer time off was taken.

Other Volunteer Types

All exempt (salaried) and non-exempt (hourly) employees of the University who volunteer their time to advise or mentor a University student organization such as Habitat for Humanity, Circle K etc., and are asked to participate in an out-of-state event during normal working hours will not be required to take Paid Time Off (PTO). The time away from work during normal working hours will be paid as regular pay.

Staff members interested in a Staff Abroad program need to submit a detailed, written request to their immediate supervisor explaining how their time abroad will benefit the

institution and their own professional development. The supervisor makes a recommendation to the appropriate Vice President, who makes the final decision. The University may approve or deny a request for any reason and within its sole discretion. Decisions about staff abroad requests are made at least four months prior to the trip. Written requests need to be submitted at least six months in advance of the trip, unless there are special circumstances that necessitate a shorter time frame.

The maximum amount of time that a staff member can go abroad is determined in consultation with the staff supervisor and within the University's sole discretion, but generally will not exceed three weeks. A staff member is limited in participating in a Study Abroad program once every three years. Any personal travel occurring before or after the international initiative is not allowed. In the case of a non-exempt, hourly employee, they must be paid for all overtime hours while working on the program. According to the Federal Fair Labor Standards Act (FLSA) and University policy explained in this Handbook, overtime for a non-exempt employee begins after the employee has worked 40 hours in a given workweek.

In general, it is up to staff members to find funding for the costs of their international travel. They are eligible to apply for an International Initiatives Grant. When staff members serve as service-learning/volunteer abroad leaders or as a study abroad/service-learning/volunteer abroad support persons, their travel expenses are covered by student fees charged for the trip.

If a replacement is needed while the staff member is abroad to cover the staff member's typical duties, the department, in consultation with the relevant parties, is responsible for finding that replacement and for securing the funds necessary to pay this replacement.

5.4 Family Medical Leave (FMLA)

It is the policy of the University to comply with all forms of leave for eligible employees under the Family and Medical Leave Act ("FMLA") This Policy is set out in the Universal Handbook in section 6.2. FMLA is unpaid leave and is required to be substituted with applicable paid leave as noted below.

Substitution of Paid Leave. Employees are required to substitute applicable paid leave for unpaid leave under this Policy as follows:

Placement of Foster Child. In the case of placement of a foster child, an employee will be required to use any paid time off (PTO) that is available to substitute for unpaid leave under this Policy. When all paid leave has been exhausted, the balance of the leave under this Policy will be without pay.

Adoption. In the case of the adoption of a child, an eligible employee may receive paid leave under the Paid Parental Leave Policy, see section 5.5 below. An employee who is not eligible for Paid Parental leave will be required to use any paid time off (PTO) to substitute for unpaid leave under this Policy. When all paid leave has been exhausted, the balance of the leave under this Policy will be without pay.

Disability Following Childbirth. The disability period before and/or following childbirth and recovery relates only to that period of time when the employee is incapacitated from performing her job duties as substantiated by medical verification. For this period of disability, the employee may use time from her Qualified Leave account if that time is accrued. Any paid leave time taken beyond the disability period will come from the

employees paid parental leave, if the employee is eligible for that leave. The employee must also substitute any accrued paid time off (PTO) for unpaid leave under this Policy. If the employee has exhausted all available paid benefits, any remaining leave that the employee may be eligible for under this Policy will be unpaid leave.

Leave Following Childbirth. Paid Parental leave is available to male and female employees for the purpose of bonding with and nurturing a newborn or newly adopted child – See Paid Parental Leave Policy, section 5.5 below.

Employees are required to substitute any paid leave for unpaid leave under this Policy. For situations involving all non-exempt (hourly) employees, the Associate Vice President for Human Resources shall notify the general accounting office and the individual when accrued paid time off (PTO) has been exhausted and leave without pay should begin.

In the case of exempt (salaried) personnel, it is the responsibility of the supervisor to notify the Human Resources Department when paid time off (PTO) has been exhausted and when leave without pay will begin.

In the case of a parent's, child's or spouse's serious illness or the employee's own serious health condition, an employee must use any accrued days from their Qualified Leave (QL) first and then time from their paid time off (PTO) account in substitution of unpaid leave under this Policy. When paid leave time has been exhausted, the balance of leave under this Policy will be without pay.

Increments of Leave. Periods of leave under this Policy shall be counted in one hour increments.

Other Benefits. An employee on FMLA leave will receive the same paid time off (PTO) and Qualified Leave (QL) benefits as if they had been present on the job.

5.5 Paid Parental Leave

The University will provide up to six (6) weeks of paid parental leave to eligible employees following the birth of an employee's child or a child newly placed with the employee through adoption. The purpose of paid parental leave under the Policy is to enable the employee to care for and bond with a newborn or newly adopted child. This Policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable, and any leave under the University's Pregnancy Leave Policy set forth in the Universal Handbook. If both spouses are employed by the University, their total leave in any applicable twelve (12) month period for the birth or placement of a child for adoption is limited to a combined total of twelve (12) weeks.

Eligibility: Eligibility will be determined as of the date the leave would begin, and eligible employees must meet all of the following criteria to qualify for leave under this Policy:

- Have been employed with the University for at least twelve (12) months;
- Have worked at least 1,250 hours during the twelve (12) consecutive months immediately preceding the date the leave would begin;
- Work at a location where the University has at least 50 employees within 75 miles of the employee's worksite; and

- Be a full-time or part-time regular employee (temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child
- Be a spouse of an individual or partner who has given birth to a child
- Have newly adopted a child (the child must be age 17 or younger.) The adoption of a new spouses' child is excluded from this Policy.

The purposes of this Policy are different from the University's FMLA Policy, and employees are not eligible to take leave under this Policy for:

- Guardian ad litem assignments
- Foster care placements
- Pre-birth or pre-placement adoption activities

Amount, Time Frame, and Duration of Paid Parental Leave

Eligible employees will receive a maximum of six (6) weeks of paid parental leave per birth or adoption. The fact that a multiple birth or adoption occurs (e.g., the birth of twins or adoption of siblings) does not increase the six (6) week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than six (6) weeks of paid parental leave in a rolling twelve (12) month period, regardless of whether more than one birth or adoption occurs within that twelve (12) month time frame. The rolling twelve (12) month period is measured backward in time from the time the employee took leave under this Policy.

Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay, less appropriate deductions for applicable federal and state taxes, and any other deductions requested or approved by the employee. Parental leave will be paid on a monthly basis on regularly scheduled pay dates.

The employee's insurance premiums will continue to be deducted from the employee's pay while they are on leave under this Policy.

Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth or adoption. Paid parental leave may not be used or extended beyond this 12-month time frame.

In the event of an employee who has given birth, the 6 weeks of paid parental leave will commence at the conclusion of any benefit provided to the employee for the employee's own disability associated with childbirth and recovery from childbirth. The employee's accrued Qualified Leave (QL) would be used first for the time period during which the employee has a medical certification for a disability, and then if the employee is eligible the paid parental leave set forth in this Policy would apply. The employee could then be compensated through the employees' accrued PTO (if available), or upon exhaustion of accrued PTO any remaining leave that the employee may be eligible for will be unpaid leave. All applicable policies apply to the employee's use of QL and PTO.

Employees must take paid parental leave in one continuous period of leave (no intermittent leave) and employees must use all paid parental leave during the 12-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the 12-month time frame.

Upon separation of the individual's employment at the University for any reason, employees will not be paid for any unused paid parental leave for which an employee was eligible.

Coordination with Other Policies

Where applicable, paid parental leave taken under this Policy will run concurrently with leave under the FMLA; thus, for any leave taken under this Policy that also qualifies for FMLA leave due to the birth or placement of a child due to adoption, the leave will also be counted toward the twelve (12) weeks of available FMLA. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave – whether paid or unpaid – granted to the employee under the FMLA exceed twelve (12) weeks during the twelve (12) month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

Paid parental leave under this Policy will run concurrently with any leave under the University's Pregnancy Leave Policy. Please refer to the University's Universal Handbook for further guidance on that Policy.

After the paid parental (and any QL based on medical certification for an employee who has given birth) is exhausted, the balance of FMLA leave (if applicable) or Pregnancy Leave (if applicable) will be compensated through the employees' accrued PTO (if available). Upon exhaustion of accrued PTO, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA, and the Pregnancy Leave Policy set forth in the University's Universal Handbook.

The University will maintain all benefits for employees during the paid parental leave period just as if they were taking any other University paid leave such as PTO or QL.

If a University holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.

Requests for Paid Parental Leave

The employee must provide their supervisor and the Human Resources Department with notice of the request for leave at least thirty (30) days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary Human Resources forms and provide all documentation as required by the Human Resources Department to substantiate the request.

As is the case with all University policies, the University has the exclusive right to modify, revoke and interpret this Policy at any time and without any advance notice.

5.6 Educational Leave

Leaves taken for coursework away from the University: All employees are eligible to

request unpaid leaves of absence for the purpose of continuing education related to the employee's work. At the discretion of St. Ambrose, this unpaid leave may be granted for up to one calendar year. Written application must be made three calendar months prior to beginning the requested leave. Educational leave may be granted by a committee made up of the supervisor, the appropriate Vice President and the Associate Vice President for Human Resources. The University may grant or deny this leave within its sole discretion. This leave will not constitute a break in service as pertains to seniority and accrued paid time off (PTO). All other benefits are the responsibility of the individual, and employees must arrange for payment of their portion of any University benefits. An employee must have completed three calendar year's work at the University to be eligible for this leave.

An employee that has been approved for Educational Leave for student teaching or clinical work and receives tuition remission must remain employed with St. Ambrose after the leave has been completed for a period of two years. If the staff member separates from their employment with St. Ambrose for any reason before the two-year period is over, the employee will be financially responsible for paying back to St. Ambrose the full amount the employee received in tuition remission.

If an employee is requested by St. Ambrose administration to take a course, or courses, this time may be granted as paid leave.

Leaves for coursework at St. Ambrose or Mount Mercy: Employees may take St. Ambrose or Mount Mercy courses during their non-working hours as they desire. A leave is not required for this. However, if an employee wishes to take a course(s) during normal working hours, they must apply for a part-time educational leave. Approval must be given by the department supervisor, in consultation with their superior. Employees will not receive pay for work hours spent in class. They may make up the lost time, but it must be made up within the same workweek.

5.7 Sabbatical

The Vice Presidents are eligible to request a Sabbatical Leave under the terms of this Policy. Vice Presidents can be granted salary and benefit continuation (in the same manner as if they were working) for an approved sabbatical leave if such leave is requested by the Vice President for the purpose of continued study or specialized professional work experience which will benefit the University and is approved by the President. Sabbatical Leave can be up to 120 days paid leave after every 10 years of continuous service to St. Ambrose as a Vice President. However, it may be also taken in shorter periods which total 120 days. Leave with pay is granted with the understanding that the Vice President, following their leave, will continue service at St. Ambrose University for two full years. In the event the Vice President does not complete two full years of service after their sabbatical leave, they will have to reimburse the University for one half of the wages received during the leave period. If St. Ambrose elects to release the Vice President from their duties before the two-year period is over, then said Vice President will not be obligated to repay St. Ambrose for sabbatical wages. No more than one Vice President may ordinarily be on leave at one time. Sabbatical leave must also ordinarily be requested at least one full year in advance of the requested time off.

5.8 Military Leaves

The University complies with all applicable federal and state laws regarding military leave, and

any employee seeking military leave should notify their supervisor and the Human Resources Department.

Paid Time Off (PTO) will continue to accrue during an employee's approved military leave. Military employees are also entitled to specific benefits under the Family Medical Leave Act, please see the Universal Handbook and the Human Resources Department with any questions.

5.9 Jury Duty

All regular full-time and part-time employees will receive full pay while serving jury duty. The employee must submit their court issued jury duty pay to the Student Accounts office on the St. Ambrose campus or the Business Office on the Mount Mercy campus. The employee will retain any mileage reimbursement.

5.10 Crisis Leave Policy

University Crisis Leave pool serves as a depository into which employees may donate accrued paid time off leave time for allocation to other employees. The purpose of this pool is to lessen the hardship caused by catastrophic illness or injury which forces employees to exhaust their paid time off and all of their Qualified Leave time. Employees may apply for up to 160 hours/20 days Crisis Leave time per 12-month period. If an employee needs more time, allocation of additional days/hours from the Crisis Leave pool will be determined on a case-by-case basis within the University's discretion. Crisis Leave may be used intermittently, but unused time must be returned to the Crisis Leave pool once the employee is released from a physician's care or when the situation that caused the employee to request Crisis Leave has been resolved.

Crisis Leave records are maintained as confidential records by the University. Employees receiving donated leave shall not be informed of the names of employees who have donated leave. Further, the nature of an employee's medical condition will not be made public by the University. Further detailed information can be found on the Human Resources Share Point page or the Human Resources Department.

Employee Suggestion Form

Instructions: You may make a copy of this form or obtain a form from the Human Resources Department. Write your suggestion clearly indicating exactly what action you are requesting; if you need more space or if it is necessary to draw a sketch, use the back of this form or securely attach a sheet of plain paper.

My suggestion is:

My suggestion will accomplish the following:

Please Print

Employee's Name _____

Department _____ Date _____

All suggestions become the property of the University to do with as it sees fit.

Employee's Signature _____

Employee Rights Under the Family and Medical Leave Act

The United States Department of Labor Wage and Hour Division

BENEFITS & PROTECTIONS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

ELIGIBILITY REQUIREMENTS

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

REQUESTING LEAVE

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

EMPLOYER RESPONSIBILITIES

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave; * and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform their job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if they are eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint:
1-866-4USWAGE (1-866-487-9243); TTY: 1-877-889-5627
www.dol.gov/whd
U.S. Department of Labor Wage and Hour Division

WH1420 REV

