



Staff Handbook

St. Bonaventure University

Updated and amended
February 2018

THE STAFF HANDBOOK

St. Bonaventure University is an educational community and this publication is intended to serve the mutual interests of the members of that community. The spirit of this publication is broadly familial and the document seeks to be helpful and instructive. While its purpose is to provide clear descriptions and procedures, it affords, where possible, the flexibility appropriate to individuals acting to achieve professional growth and to promote the welfare of the institution.

The Staff Handbook is designed to acquaint non-faculty employees with St. Bonaventure University and provide them with information about employment and benefits.

This Handbook represents a part of the Governing Documents of St. Bonaventure University. In addition to policies and procedures outlined in this handbook, the employee is responsible for following all institutional policies. The Governing Documents are available on the University's intranet site by going to my.sbu.edu and are accessible from any computer on campus or off campus with your campus login credentials. A printed copy of this Handbook may also be requested from the Human Resources office.

This Handbook is a broad statement of internal policy guidelines and is not to be viewed as a contract of employment; it likewise does not constitute an express or implied contract of employment for any definite period of time in any respect; nor is it a statement designed to place any limitation on the discretion of management concerning wages, hours, and conditions of employment. Staff employees are employees at will. This means that either the employee or the University can terminate the employment relationship at any time for any reason with or without cause or notice. Any exception to this must be in a contract signed by the President or Chief Financial Officer of the University.

The University's Executive Administration, in conjunction with the Board of Trustees, reserves the right at any time to revise, supplement, or rescind any policies or portion of this Handbook, with or without advance notice, as it deems appropriate or as circumstances may warrant.

The most current version of this document is always available on the Human Resources website at www.sbu.edu/hr.

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Did you know?

You can find student, financial, HR, budget, benefit, calendar, planning, paycheck, and emergency information and more on our internal web portal at <https://my.sbu.edu>? Login with your email credentials.

INTRODUCTION

History

St. Bonaventure University was founded through the initiative and dedicated efforts of Nicholas Devereux, a large landholder and financier from Utica, New York, with the cooperation and support of John Timon, Bishop of Buffalo, and members of the Franciscan Order. Their 19th century dream has flourished, and St. Bonaventure University has expanded greatly during its existence. In 1854 the two promoters persuaded a group of friars from Italy to venture to America and establish a Catholic college and seminary in Western New York. Principal among these Franciscans was Fr. Pamphilus da Magliano, who later became the College's first President. On October 4, 1858, the feast of St. Francis, the formal dedication of the new school was held on the tract of land donated by Devereux. It was then that the College was named after St. Bonaventure of Bagnoregio, the Patron of Franciscan Studies and Learning. St. Bonaventure College held its first Commencement Exercise in June 1860, graduating a class of fifteen students. Since then, the University has grown to more than 2,200 students.

The College was provisionally chartered on March 1, 1875, by an Act of the Regents of the State of New York "For the instruction... in the learned languages and in the liberal and useful arts and sciences." In the 1920's the College developed a full-time graduate program which has continually expanded since that time. Early in this century St. Bonaventure also became home to the School of Franciscan Studies and the Franciscan Institute. The permanent Charter of Incorporation of the College was granted by the State in 1883, and in 1950, after almost a century of operation, St. Bonaventure was named a University by the Board of Regents.

Mission Statement

Founded in 1858, St. Bonaventure is a Catholic university dedicated to educational excellence in the Franciscan tradition. We are committed to the constant pursuit of distinction in our undergraduate and graduate programs, our innovative liberal arts core and all of our courses of study. At St. Bonaventure University, we come to know our students on an individual basis and become their mentors. We strive to bring out the best in every individual. As an academic and spiritual community, we endeavor to prepare our students for the challenges they will face in their professional careers as well as in their personal lives. True to our Franciscan heritage, we encourage students to manifest our values through lives of citizenship and service.

Values Statement

As a Catholic university in the Franciscan tradition, we dedicate ourselves to the following Core Values and to making them live and thrive at St. Bonaventure:

Discovery

We steadfastly pursue intellectual, spiritual and personal growth in a way that reflects our belief in the wonder, excitement and joy of discovery along life's good journey. Central to that journey is an appreciation for the best that has been thought, written and discovered. It is our firm intent that our faculty and students add to this body of knowledge, sharing the adventure of inquiry in an atmosphere of academic freedom, both within and outside the classroom.

Community

We believe in an inclusive community that values diversity as a strength. We foster and celebrate practices that nurture living and learning in an atmosphere of caring, respect and mutual accountability. We seek to enhance the quality of life in the world around us, particularly by reaching out to the poor, the less fortunate and the disadvantaged. We not only demonstrate this spirit of community on our campus; we manifest it wherever we go.

Individual Worth

At the core of our identity is a strong belief in the goodness of life and the God-given worth of every individual. We treat all members of our community with dignity and strive to help them reach their full potential. We commit ourselves to actions that empower all members of the St. Bonaventure community and encourage their full participation in creating our future.

Statement of Distinction

At St. Bonaventure University we strive to foster the development of knowledgeable, skilled, compassionate and ethical individuals by mentoring students within vitally engaging learning environments, ever mindful of such Franciscan values as individual dignity, community inclusiveness, and service to others.

Did you know?

St. Bonaventure University is the first Franciscan University ever established in the United States?

EMPLOYEE AND JOB DEFINITIONS

Employee Classification

Exempt Employee: One who qualifies as exempt under the Fair Labor Standards Act, is paid a salary and is employed directly by St. Bonaventure University. These individuals are not eligible for overtime wages.

Non-exempt Employee: One who qualifies as non-exempt under the Fair Labor Standards Act, may be paid an hourly wage or annual salary, and is employed directly by St. Bonaventure University. These individuals are eligible for overtime wages when working more than 40 hours in a workweek.

Full-time Employee: One who is regularly scheduled to work a 35 to 40-hour work week.

Part-time Employee: One who is employed to work at least 20 hours per week but less than 35-hours. Limited benefits are provided as required by law or as designated in the Governing Documents.

Temporary Seasonal Employee: One who is employed for limited periods of time, and/or to cover special service needs. No benefits are provided, except those required by law.

Casual Employee: One who is employed for fewer than 20 hours per week or who remains on the payroll in an "as needed" capacity. No benefits are provided, except those required by law.

Student Employee: One who is primarily a student of the University and whose employment is normally of a part-time, temporary nature, and incidental to the individual's educational program at the institution.

Note: The provisions of this Handbook do not apply to student employees in any manner. Regular employees who are working primarily for self or family support and who attend University classes part-time are not classified as student employees.

Terms and Conditions of Hiring and Appointment

All employees of St. Bonaventure University are considered at-will employees which means that both the employee and the University may end the employment relationship at any time. The University does, of course, comply with all State and Federal laws protecting the employee's rights to employment. In addition, a variety of employees (typically exempt employees) may have employment contracts which more specifically spell out terms and conditions of their employment.

"Faculty Status" is conferred on some exempt employees pursuant to the *Norms of the Faculty Status and Welfare Handbook*. This status does not affect the holder's rights and privileges as an exempt staff member. A tenured faculty member will retain faculty tenure upon appointment as a staff member and has the right to return to a tenured faculty position, with an appropriate faculty salary, after completion of the term in a staff position.

Definition of obligation: Most employees are scheduled to work 52 weeks of each year (less paid leave time outlined later). Based on the needs of the University however, employees may be hired with an expectation of being scheduled to work 48 of 52 weeks; 44 of 52 weeks; or 39 of 52 weeks (additional iterations are possible with approval of the Director of Human Resources). Employees will be notified at time of hire of their weeks of obligation or when/if their obligation changes. Individual departments define

the exact full weeks of non-work for employees with less than 52-week obligations but these times typically occur during the summer and/or during times when students and faculty are not on campus.

Notwithstanding any other provisions contained herein, staff members hired for projects funded by grants will be scheduled according to the University's fiscal year or until the termination of funding of the position, whichever is lesser.

Position Classification and Compensation

St. Bonaventure University establishes compensation for the various positions considering both internal equity and external market parity relative to the responsibilities for each position and consistent with the University's resources and responsible fiscal management.. Starting wage rates are based on these factors along with experience and competency of the individual. Complete job descriptions for all positions are available in the Office of Human Resources. The goal of the University is to maintain competitive pay for each position and to consistently and fairly review the administration of the policy.

The President and Cabinet, with Board of Trustees' approval, annually review availability of funds for potential salary increases. If available, increases will typically occur between June 1st and December 1st and may or may not be retroactive to the beginning of the fiscal year.

Individual pay increases may be recommended by a department head or supervisor and become effective upon approval of the divisional executive officer, the Director of Human Resources, and the Chief Financial Officer.

Only the President has the power to create or abolish positions and titles, and to assign titles to the various University positions. This responsibility may be delegated by the President.

This policy is evaluated periodically to ensure fairness in practice and accuracy in description relative to position and pay.

Did you know?

St. Bonaventure University has over 500 employees with an annual payroll budget of approximately \$21 million?

GOVERNANCE

THE BOARD OF TRUSTEES

The Board of Trustees has such powers as are provided by the Laws of the State of New York, and particularly by Section 226 of the Education Law of the State of New York, and by Charter of the Corporation, as further amplified by the Board's own By-Laws. The Board of Trustees, therefore, has final authority over all matters pertaining to the governance of the University, including, but not limited to:

- (a) the appointment of the President of the University;
- (b) the approval of all University Policies;
- (c) the authorization of the annual budget of the University;
- (d) the authorization of the conferring of all degrees;
- (e) deciding on all other appropriate matters pertaining to the management of the University. (See By-Laws of the Board)

THE UNIVERSITY

Senior Administrators/ President's Cabinet

The University President together with his Cabinet, appointed by the President, serve as the Senior Administration of the University. The Cabinet meets weekly throughout the calendar year at the discretion of the President except for holidays and vacation periods. It is through this forum that decisions are made, recommendations formulated, and counsel given to the President. These meetings serve as the principal communication and governance links in the ordinary administration of the University. A series of regularly scheduled meetings by Divisional area of responsibility are conducted with Deans and Directors furthering the communication and governance links throughout the various levels of the University. The President and Senior Administrators serving on the President's Cabinet likewise serve on the standing committees of the Board of Trustees, representing their respective Divisional areas of University responsibility.

Faculty Senate

The teaching faculty has the responsibility for the legislation of general policies on academic matters concerning the undergraduate schools, including student admission, advancement and graduation standards; University academic calendar; curricula; requirements for degrees; and the establishment, modification, or discontinuance of any school, department, curriculum or program. Without infringing upon the rights of the Graduate Council, the teaching faculty also has the responsibility for the legislation of general policies concerning such faculty matters as faculty organization; faculty qualifications; faculty duties and promotions; and the *Faculty Status and Welfare Handbook* in those areas in which the Faculty Senate is legislative. In matters in which the Faculty Senate is legislative, the Faculty Senate will take no action without first consulting administrative and student representatives when those segments of the community are immediately concerned. Normally, such consultation shall take the form of membership on Faculty Senate committees.

The Faculty Senate may be advisory in other matters. The Vice President for Academic Affairs shall be a non-voting *ex officio* member of the Faculty Senate. (See By-Laws of the Faculty Senate) Representatives of the Faculty Senate are participating members on both Committees of the Board of Trustees and University Committees.

Graduate Council

The Graduate Council has the responsibility of legislating policy on academic matters concerning the graduate school, including, but not limited to, faculty approval, student admission, advancement and graduation standards, academic calendar, and curricula and shall make recommendations to the Academic Vice President and President of St. Bonaventure University regarding the establishment,

modification or discontinuance of any graduate program.

Any proposal for the establishment, modification or discontinuance of any graduate program must be submitted to the Graduate Council for recommendations.

All decisions of the Graduate Council are subject to the approval of the Vice President for Academic Affairs and the President of St. Bonaventure University.

Student Government

The purpose of the Student Government is to represent all students of St. Bonaventure University, both undergraduate and graduate, in every aspect of the University life and in all decisions that will have an impact on that life. (See By-Laws of The Student Government Association) Representatives of the Student Government Association are participating members on both Committees of the Board of Trustees and University Committees.

Staff Affairs

This committee is responsible for reviewing University policies and procedures which affect the lives and working conditions of the University's non-faculty staff and for making appropriate recommendations to the Director of Human Resources. The Director of Human Resources will present recommendations to the attention of the President and Cabinet for consideration.

The Staff Affairs Committee meets regularly to discuss issues of mutual interest and concern to the staff and to the University as such issues arise. The committee may also be involved in planning for the overall well-being and future of the University. Committee members are advised of general campus information and policies by the Director of Human Resources or invited members of the Community. The committee follows all University policies and procedures and refers individuals with concerns to seek resolution through the appropriate channels.

Membership on the Committee consists of individuals from across the University as outlined in the guiding documents with the Director of Human Resources serving on the Committee *ex officio*. The total committee size should not exceed 10% of the entire staff. A list of current Committee members can be obtained from the Office of Human Resources or the committee website (located under my.sbu.edu). Recommendations for changes in Committee members, or any other substantive changes in Committee policy and procedure, will be forwarded to the President for final approval. The Staff Affairs Committee defines its own rules of operation including membership composition as a standing advisory committee. The University encourages suggestions, recommendations, or requests from employees for improvements which affect the work place. Suggestions, recommendations, or requests can be communicated to supervisors, to members of the Staff Affairs Committee, or directly to the Office of Human Resources.

Did you know?

Governing documents and University Policies (including this Handbook) can be found online on the University's Library website at <http://web.sbu.edu/friedsam/governing/>

POLICIES AND PROCEDURES

Human Resource Policy

St. Bonaventure's success as an outstanding University over the years has been directly related to the dedication and involvement of every employee. The University has always been committed to a "people policy" based on fairness, mutual trust, and respect for the dignity of the individual that allows for the opportunity of self-expression and personal development.

It has always been University policy to provide fair wages, meaningful employee benefits, good working conditions, and an equal employment opportunity for all.

St. Bonaventure, therefore, pledges to be guided by the following principles:

1. Actions and decisions that affect employees should be based on logic, common sense, facts, and a sense of fair play.
2. The rights and dignity of every employee will always be respected.
3. Employees have a right to know what is expected of them and rewards will be based on demonstrated competence in job performance.
4. Managers at all levels should respond thoughtfully to employee concerns and suggestions to ensure that those concerns and suggestions are addressed and that constructive change is encouraged.
5. Managers, department heads, and supervisors should foster a work environment that encourages employees' interest, involvement, and contribution of their best efforts to achieve improved personal productivity and growth.
6. There should be open and honest communication between various levels of management and employees.
7. The University will encourage and endeavor to provide educational and training opportunities; however, self-development on the job will always be essential for individual success.
8. Work rules and regulations should be reasonable and fair to ensure that each employee is treated in a manner conducive to the University's mission and its Franciscan heritage and tradition.

Employment Eligibility

St. Bonaventure University complies with the Immigration Reform and Control Act of 1986, employing only those persons who are legally eligible to work in the United States (U.S. citizens and non-citizens who are authorized to work in the United States). All employees are asked on their first day of employment to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (INS Form I-9). If an individual cannot verify his/her right to work within three days of hire, St. Bonaventure University must terminate his/her employment.

St. Bonaventure University occasionally employs minors for temporary summer work. St. Bonaventure University complies with all Federal and State Laws regarding the employment of minors.

Full detail on these laws and restrictions can be obtained from the Human Resources department. An employment certificate (also known as working papers) is required for all employees under 18 years of age and must be provided to the Office of Human Resources by the first day of work. Minors can obtain employment certificates from the school they attend or from the superintendent of schools in that area.

Primary Responsibility

As an employee of St. Bonaventure, you are expected to act in the best interest of St. Bonaventure and avoid conflicts of interest. A conflict of interest may arise whenever a personal interest interferes -- or even appears to interfere -- with the interest of St. Bonaventure. While we respect your right to manage your personal affairs and investments and we do not wish to intrude on your personal life, St. Bonaventure employees should place the University's interest in any business transaction ahead of any personal interest or gain.

To avoid conflict of interest, you should identify potential conflicts when they arise and notify your supervisor if you are unsure whether a relationship or transaction poses a conflict. Your supervisor will be able to pre-clear or resolve certain conflicts, or will be able to contact someone else at the University who can. The following are examples of conflict of interest that could arise and are prohibited unless they have been pre-cleared or resolved:

- You or your spouse, partner, or family member work at an outside job, or serve as an officer, director or consultant to another company that interferes with your ability to do your job at St. Bonaventure.
- You provide additional professional services (e.g. teaching St. Bonaventure courses) or work in an additional part time function (e.g., coach, tutor, or etc.) other than those services specified in your primary job description or contractual agreement.
- You have a spouse, partner or family member that is in a direct reporting relationship with you, or you have the ability to supervise, review or influence the job evaluation, hiring, pay or benefits of any spouse, partner or family member who also works at St. Bonaventure.

Because it is impossible to describe every potential conflict, we rely on your commitment to exercise sound judgment and to seek advice when appropriate. If you need advice on whether a particular activity is a conflict of interest, please contact your supervisor.

Employees are also encouraged to share their expertise with their colleagues via professional publications and presentations and may accept minimal honoraria for these activities. An employee whose research and development work is supported by the University either in pay or time during work hours and who obtains a copyright or patents a program or technique or process or device will contribute a fair share of their proceeds to the University.

Equal Employment Opportunity

St. Bonaventure provides equal opportunity without regard to race, religion, creed, color, gender, age, national or ethnic origin, marital status, family status, veteran status, disability, sexual orientation, genetic information or predisposition, or any other status protected by law in admission, employment; and in all of its educational programs and activities. Any grievances pertaining to discrimination should be directed to the Advocacy Officers, the Ombuds Officer or Office of Human Resources.

Absence or Tardiness

Planned Personal Absence

If you plan to be absent from work for a compelling personal reason, please notify your department head or supervisor well in advance of the date you want to be excused from work. Your department head or supervisor will cooperate with you whenever possible, considering the demands of the department.

Unexpected Absence/Tardiness

If, because of an illness, emergency or some other valid reason, you are going to be unexpectedly absent from work, please report the situation to your department head or supervisor at least 1/2 hour before your normal starting time each day you are absent. If tardy, call as soon as possible.

- (1) Repeated absence for illness or an accident may require medical certification. Any absence or illness for three or more consecutive days may require a medical certificate. Additionally, when misuse or abuse of leave is suspected, the supervisor may request medical certification for any and all absences.
- (2) Excessive absence or tardiness can result in termination of employment.
- (3) For payment when ill or absent, please refer to the Leave section of this Handbook.

Bulletin Board

The Office of Human Resources will maintain a bulletin board outside its office which will display important employee information, such as job openings, etc. Policy changes and important information are posted electronically on the University "Notice Board" (a daily email notice sent to all University employees). When appropriate, information will also be sent to each department head to post or notify employees of the information. It is expected that employees will access University information electronically as well as read all bulletin board postings.

Problem Resolution Procedure

Employees shall have the right to resolve problems related to conditions of employment in the following manner:

- a) An employee shall document their concern in writing within five (5) business days of the occurrence or events forming the basis of the concern. The written concern shall be promptly filed with the department head or supervisor within the five (5)-business day period. The supervisor will review the concern and make a written determination of it. A copy of the written determination shall be filed in the department and a copy provided to the employee.
- b) If the employee disagrees with the determination of the department VP, he or she shall, within three (3) business days of receipt of the department head's written determination, file a written statement outlining the disagreement with the determination to the Director of Human Resources. The Director of Human Resources will then have five (5) business days to review all information pertaining to the concern, including the right to conduct an independent review and discussion with all involved parties and make a determination.
- c) If the department VP or employee is dissatisfied with the determination of the Director of Human Resources, they may request in writing a full review of the matter by the President's Cabinet. This request shall be made within three (3) business days of the determination of the Director of Human Resources and shall be in writing setting forth the reasons for the request with reasonable clarity and sent to the President's Executive Assistant who will advise the President of the request. The President will either schedule

a review for the next cabinet meeting or select three cabinet members to review the concern. Final recommendations will be given to the President within 15 business days and the President shall make the final determination within seven (7) business days after receipt of the Cabinet recommendations. No further appeal may be made once the President has made a final determination.

For more information, or to discuss a possible complaint, please find more information here: <http://www.sbu.edu/about-sbu/university-information/conduct-at-sbu>

Health and Safety

St. Bonaventure University endeavors to provide a healthy and safe atmosphere in which to work. If an employee feels, during the course of work, that they are being subjected to an unsafe condition, they should report it to a supervisor or the Director of Human Resources. Employees are expected to adhere to all safety and fire regulations.

St. Bonaventure University's Wellness Services (located on the first floor of Doyle Hall) are available to provide emergency first aid for illness or accidents that occur on the job. If an injury occurs, an employee should notify his or her supervisor, if possible, before reporting to Wellness Services. In any event, an employee should report any accident or incident, no matter how minor, to his or her supervisor before the end of the shift on the day of the accident. All incidents should be followed with a written report submitted to the Office of Human Resources by the injured employee and supervisor as soon as practical.

Work Related Accident Injury or Illness

All work-related injuries and illnesses should be reported immediately to your supervisor or the Office of Human Resources, even if you are not sure whether it is truly work-related. Even small, insignificant injuries left untreated can result in more serious conditions. You and your supervisor will each complete an Accident Report as soon as practical after the incident. When injuries are reported immediately, accidents can quickly be investigated and corrective action taken to prevent another injury.

If you see any potential hazards that need attention, notify the Director of Facilities Operations immediately.

Job Announcements

New or vacant staff positions are posted internally on the HR website (www.sbu.edu/hr) and through listings posted at the Office of Human Resources. New or vacant staff positions may also be advertised in local newspapers, online and through job service agencies. Postings will typically include a list of duties, minimum requirements for the position, and overtime-eligibility status (exempt vs. non-exempt).

Performance Appraisals

New full-time employees can expect to be evaluated at the completion of approximately the 3rd month of service.

After the initial evaluations, employees are evaluated semi-annually (completion usually by December 1st and May 31st). Heavy emphasis is given to satisfactory performance of assigned duties and the maintenance of harmonious relationships with co-workers, all members of the Bonaventure community, and the general public. Appraisals may be done more frequently at the discretion of the supervisor.

All evaluations are kept in the employee's personnel file and may serve as the basis for references,

promotion, transfers, dismissal, or other administrative actions.

The supervisor performing the appraisal will have a dialogue with the employee to discuss job specifics as well as over-all job performance. After this discussion, both the employee and the supervisor will sign the performance evaluation, with the employee receiving a copy. The employee's signature does not mean agreement with the evaluation, but only that it has been seen and reviewed with the supervisor.

Employees who feel they were rated unfairly should inform the Director of Human Resources in writing of their objection, and this will be added to the performance report. The employee's supervisor will have the right to read such an objection and to respond to it in writing; the supervisor's reply will also become part of the performance report.

Personnel Records

Personnel records are kept in the Office of Human Resources. An employee may examine his or her personnel record at a mutually-convenient time during regular office hours in the presence of a Human Resource Office employee. An employee may obtain copies of their personnel file and Human Resources can make a reasonable charge for the service. Information relative to employment history contained in the personnel file of a current or former employee may be released by Human Resources when appropriate.

Safety and Security

Safety and Security personnel are employed to help safeguard the property of the University and its employees, students and visitors. The employee's cooperation is requested in helping to prevent theft by reporting anyone acting in a suspicious manner to a supervisor or to the Director of Safety and Security.

The University is not responsible for the loss of an employee's personal property (e.g., rings, watches, radios, clothing, etc.), and asks that each employee exercise care in safeguarding valuable items.

Work rules and procedures regarding inspection and investigation into theft, possession of drugs, possession of alcohol, possession of weapons, possession of explosives or possession of other dangerous materials include the following:

- A. The University reserves the right to search before, during, and after working hours any and all areas on University premises, including, but not limited to employee lockers and storage areas, when it has reason to believe that illicit drugs or controlled substances, alcohol, stolen property, explosives, weapons, or other dangerous materials may be present or in any other circumstances it believes appropriate. The University reserves the right to seize and retain all discovered contraband.
- B. The University reserves the right to search before, during, and after working hours, all employees entering University premises, present on the premises, and leaving the premises when it has reason to believe that the person may possess illicit drugs or controlled substances, alcohol, stolen property, explosives, weapons, or other dangerous materials or in any other circumstances it believes appropriate. The University reserves the right to seize and retain all discovered contraband.
- C. Any employee found to have in his or her possession any contraband will be subject to immediate disciplinary action.
- D. Any employee who fails or refuses to cooperate with the University in the search for contraband, including the person being searched or investigated, will be subject to disciplinary action up to and including immediate discharge.

Smoking Policy

To protect nonsmokers from involuntary exposure to secondhand tobacco smoke in indoor areas and to preserve the health, comfort and environment of the people of New York, the Legislature has enacted a law regulating smoking in certain areas including private educational institutions.

In compliance with State Law, St. Bonaventure University has adopted the following:

1. **Smoke-free Work Space:** St. Bonaventure University guarantees its employees and students a Smoke-free Work Space.
 - a) Smoking is prohibited in **All** indoor areas of the University, including University vehicles.
 - b) Smoking is not permitted in any residence facility at any time.
 - c) Smoking is prohibited within 30 feet from all entrances to all University buildings.
2. **Tobacco Products:** Sale of Tobacco products will be restricted on campus.
3. **Posting of Signs:** No-smoking signs will be prominently displayed as appropriate where smoking is prohibited under this policy. Additionally, copies of this policy will be posted on the University Web site, in the Student Handbook and Employee handbooks and available to all employees and prospective employees upon request.
4. **Enforcement:** Failure to comply with this policy places both the smoker and the University at risk of substantial civil penalty.
 - a) Sanctions to the person who violates this policy will be as follows:

1st Violation	Warning
2nd Violation	Reprimand
3rd Violation	\$25.00 Fine
4th and Subsequent Violation	\$50.00 Fine
 - b) Flagrant repeated violations of this policy may be cause for further disciplinary action up to and including dismissal. These sanctions will be assessed through already existing University Procedures.
5. **Responsible Person:** Complaints may be directed to the Director of Safety and Security, the University's agent responsible for enforcing this policy.

Telephone

Office telephones are basic business tools. The impression employees make on the telephone is often the first and, quite possibly, the only impression the caller will have of the University as well as of the employee. Every effort should be made to assist any caller in the most efficient and polite manner.

Use of the telephone or cell phones for personal reasons during the work day is discouraged and should be limited to cases of extreme importance or emergency. St. Bonaventure University technology services can be called for telephone support and assistance at 375-7600.

Did you know?

Overtime-eligible employees should NOT be answering work-related phone calls and emails after regular hours unless approved to do so by their supervisor?

Separation from Employment

Both the employee and the University have the discretion to end the employment relationship at any time unless an employee has a contract signed by the President that provides otherwise. Employees are asked to schedule an exit interview to discuss their separation of employment with the Director of Human Resources. Topics for discussion may include benefits continuation, employee rights and responsibilities and reason(s) for leaving the University. In order to provide a convenient way to discuss these matters an interview is encouraged.

The University requires that employees provide at least four weeks' notice of their intent to terminate employment unless otherwise agreed to by the employee's department. Unused accumulated leave pay of any kind (sick, personal, vacation, PTO, and holiday) shall be forfeited upon voluntary or involuntary termination of employment.

Any employee who voluntarily terminates employment and applies for rehire, if eligible for re-employment, will be hired as a new hire. Wages and benefits will be commensurate with the entry-level position.

Rehire

Employees who voluntarily separate from employment and apply for rehire, if eligible for re-employment, will be considered new employees for wage- and benefit-related purposes. Eligibility will therefore be computed from the new date of hire.

For the purposes of recognizing University Service at the Annual Spring Awards Ceremony, the University will consider all years of full-time service.

Work Expectations and Rules of Conduct

It is in the best interest of all parties that St. Bonaventure University formulate a code of conduct to ensure a harmonious employee-employer working relationship. Professional expectations and rules related to conduct violations listed here will be applied in a non-discriminatory manner, and are not intended to be all-inclusive. Any prior past practices shall be considered void and consequently, shall not excuse noncompliance with the work rules contained herein.

An employee who fails to abide by the established professional expectations or the rules of conduct set forth in administrative notices, the *Staff Handbook*, or verbally by a supervisor or department head will be subject to certain disciplinary action, including dismissal. The University reserves its right to skip steps and/or terminate an employee immediately in any circumstances it deems appropriate.

Correction/Disciplinary Process

The procedure for disciplinary action may, at the University's discretion, involve some or all of the following steps:

1. Coaching, Counseling, Oral Reprimand: A work-related problem affecting the smooth operation of the unit and a plan of action to correct the problem will be clearly outlined for the employee.
2. Written Warning: The rule violation and/or employee's poor record of performance, and the consequences should another violation occur or if the poor performance continues, will be noted.
3. Suspension with or without pay: Removal of the employee from the work setting may be imposed to allow the University to investigate a matter, as a first step of discipline or as

a final step before termination of employment. When this step is used, the employee will be asked to reflect on their behavior and decide if they truly wish to continue working at St. Bonaventure. A plan of final correction regarding the final step in the disciplinary process may be created.

4. Dismissal from employment. The University reserves the right to invoke dismissal with or without prior progressive discipline and regardless of the length of contract under which an employee may be serving. Decision to dismiss from employment is taken very seriously and will reflect the nature of the act(s) or omission(s) on the part of the employee.

Professional Expectations

The following are behaviors expected of all University employees at all times in the daily course of their employment:

- Understand and foster the general culture and mission of the University.
- Foster a positive environment and culture of 'students first'.
- Maintain confidentiality in situations relating to the University. Keep all information, particularly student information, in strict confidence understanding that all University information should only be disclosed to others who have a need to know, for legitimate business reasons.
- Exercise and apply sound judgment and decision making skills.
- Balance priorities to accomplish assigned tasks.
- Stay current with emerging technologies and seek ongoing professional development in your field.
- Participate in, and engage with, professional development and training opportunities offered or mandated by the University.
- Accept supervision, assignments, change and correction, including accepting and rendering constructive criticism, in a professional manner.
- Effectively communicate general information to University members with tact and diplomacy.
- Maintain professionalism in carrying out responsibilities and objectives and when dealing with students, staff and other University members and guests.
- Foster positive working relationships with all SBU community members.
- Adhere to the governing documents, strategic initiatives, and policies and procedures established by St. Bonaventure University.

Rules of Conduct

The types of conduct which may, at the discretion of the University, subject the employee to a warning, suspension without pay, or immediate discharge without prior warning include, but are not limited to:

1. Falsification of any employment or work-related records including time sheets or on-line time entry.
2. Insubordination or refusal to follow instructions; disrespect toward management, fellow employees, members of the University community, or guests.
3. Excessive tardiness or unreported or chronic absenteeism.
4. Disorderly conduct, fighting on the job, rough "horseplay."
5. All forms of dishonesty or failing to report knowledge or suspicion of another's dishonesty.

6. Gambling on premises; possession of gambling material; and/or soliciting others to gamble.
7. Destruction of property.
8. The unlawful manufacture, distribution, dispensing, possession or use of controlled substances or being under the influence of alcohol or illegal drugs while on the job or on University property (see Drug Free School and Workplace policy).
9. Any act(s) of negligence or misconduct, especially in performance of job duties, job requirements, or job responsibilities.
10. Immoral, indecent or criminal behavior on or off the job.
11. Possession of any weapon or explosive on University premises or while conducting University business.
12. Sleeping on the job.
13. Violating safety, fire, or any other University rules, regulations or policies.
14. Refusing to work scheduled requirements, including but not limited to overtime, weekends during emergencies, transfer to different job, change in hours, etc.
15. Failure to report any accident to management before the end of the shift on day of accident.
16. Unsatisfactory work performance or incompetence.
17. Conduct detrimental to the University, its mission, or its reputation.
18. Bullying of coworkers, students, volunteers, vendors, or guests of the University.
19. Discrimination or harassment on a basis protected by State or Federal law.

Reduction in Force

Due to changing needs, the well-being of, or the financial condition of the University, a reduction in force may be invoked by the University at any time and regardless of the contract under which an employee may be serving. The University will make every effort to provide sufficient notice of reduction to any affected staff member.

University Weather/Closing Policy

In rare circumstances, the University may be forced to close due to severe weather or an unexpected catastrophe. Any closing of the University may be authorized only by the President or designee and will be announced on area and regional radio and television stations. Designated cabinet members (Vice President for University Relations, Vice President for Student Affairs, and the Vice President for Academic Affairs and others as needed) will first consult before a decision to cancel classes, to close administrative offices, or to close the University, is announced.

If the closing occurs during the workday, some employees may need to remain because their positions are vital or essential to maintaining the health, safety and welfare of the University community. All vice presidents shall determine which employees in their areas reflect this criteria. (Examples might be security, maintenance workers, or others deemed necessary for operations.) These employees should be notified that due to that status, early release will not apply to them unless their Vice President determines otherwise at the time of the early closing announcement.

If the University closes during the workday a special notice will be posted on the internal, electronic Notice Board. University Relations will notify each Vice President's office by phone so that employees in their areas affected by the closing can be notified.

In the event of severe weather, employees are encouraged to think first of their safety when deciding to travel under such conditions. You are asked to use your own judgment in these situations.

If the President or designated Vice President declares a severe weather closure or early dismissal, leave-eligible employees will be paid their regular wages for that day without having to use leave benefits.

Without this declaration, if you believe your safety may be compromised by travel, then you must charge annual leave, personal leave or leave without pay for the absence.

Employees already scheduled to be out on other types of leave (annual, sick, etc.) or on Leave without Pay are not eligible for other leave for that day.

NOTE: The Cancellation of classes held off campus will be determined by the University Provost.

Consensual Relationship Policy

The educational Mission of the University is promoted by professionalism in relationships between administrators, faculty, students and staff. Professionalism is fostered by an atmosphere of mutual trust and respect. Trust and respect are diminished when those in position of authority abuse, or appear to abuse, their power.

Sexual relationships between faculty-student or staff-student are expressly prohibited by the University. Even when both parties have consented to the development of such relationships, these relationships can raise serious concerns about the validity of the consent, conflicts of interests, and/or unfair treatment of others. Moreover, others may be adversely affected by such behavior because it places the faculty member or supervisor in a position to favor or advance one student's or employee's interest at the expense of others.

Sexual relationships (consensual or otherwise) between supervisor-employee are prohibited when a direct evaluative relationship exists. In such cases, the University requires that the faculty member, administrator, staff member or employee divest him or herself of the professional responsibility for evaluation and/or cease such conduct.

Nepotism Policy

St. Bonaventure University welcomes the hiring of qualified individuals who are related to other employees at the University. A supervisor, however, is not permitted to hire or to evaluate his or her own spouse, children, relatives, or any other individual with whom he or she has a significant personal relationship. In cases where there is a supervisory role between relatives or people in a significant personal relationship, it is required that the participants in such a relationship act immediately to remove the conflict of interest. In addition, the person in the more powerful position in such a relationship is required to report it to her/his supervisor in consultation with the Director of Human Resources. With such knowledge, accountability for ensuring that such conflicts of interest are properly addressed will rest with the person's direct supervisor and the Director of Human Resources through the normal chains of command up to and including the appropriate executive officer.

Overview of Conduct, Discrimination and Harassment

St. Bonaventure University strives to provide a place of work and study free of discrimination and harassment. Harassment in any form, of any employee or student by any supervisor, employee, student or third party (including vendors, volunteers or visitors) shall not be tolerated at St. Bonaventure University.

The University is strongly committed to the free expression and advocacy of ideas consistent with the University's Academic Freedom Policy. While St. Bonaventure University espouses a strong commitment to free speech and academic freedom, discrimination or harassment is neither legally protected expression nor proper exercise of academic freedom; it compromises the integrity of the University, its Franciscan tradition of respect for the dignity and worth of its community members, and the trust placed in its members.

The University's Title IX Coordinator is primarily responsible for maintaining this policy, regularly reviewing its efficacy, coordinating related training, and coordinating engagement of law enforcement as necessary. In discharging these duties, the Title IX Coordinator works collaboratively with the Council on Discrimination and Harassment (CODAH), the University's Ombudsperson, and other University offices as appropriate. This collaboration includes insuring adherence to this policy and the implementation of its associated procedures.

The University's Title IX Coordinator is the Director of Human Resources and is available at 716-375-2102. Mailing address: Title IX Coordinator, Box 2450, St. Bonaventure University, St. Bonaventure, NY, 14778. Physical address: Hopkins Hall, room 229.

For more information and resources, please review our website at: <http://www.sbu.edu/about-sbu/university-information/conduct-at-sbu> or contact the Office of Human Resources.

Did you know?

Employees with disputes, issues, or complaints can find help from their department, the Office of Human Resources, and even the University Ombuds Officer (375-2553 or <http://www.sbu.edu/about-sbu/university-information/conduct-at-sbu/university-ombuds-officer>)?

WAGES AND HOURS OF EMPLOYMENT

Direct Deposit

The University's preferred method of payment is direct deposit. The University can accommodate direct deposit with any financial institution that accepts 'ACH' electronic fund transfer. Your paycheck can be split among different financial institutions. Please contact your financial institution to see if they accept ACH electronic funds transfer. Direct deposit authorization agreements are available from the Office of Human Resources and the Payroll office. If direct deposit is not elected, paychecks will be available for pickup in the Payroll office between the hours of 12:30 p.m. and 4:00 p.m. beginning the day of scheduled payroll, unless otherwise notified.

Hours and Overtime Pay

Work Week

The normal workweek for regular full-time employees is based upon thirty-five (35) to forty (40) hours during a seven (7) calendar day period. Part-time and casual employee work schedules are established by the Department Supervisor.

The workweek begins Saturday and ends Friday. **Time Sheets are due to supervisors on the Monday after the pay period ends before noon and due from supervisors in the Payroll office on Tuesday before noon, unless otherwise notified.**

Employees are expected to work all scheduled hours, including necessary overtime. In an effort to serve students, visitors, and the public as effectively as possible, offices at St. Bonaventure University are open from 8:30 a.m. to 5:00 p.m., except on holidays, with employees taking a half hour unpaid lunch break. Offices required to open at 8:00 a.m. to accommodate students will operate on a schedule of 8:00 a.m. to 5:00 p.m. Employees working 8-5 are permitted a one-hour unpaid lunch break. A 5:00 p.m. closing is the norm for the University.

The Office of Security is open twenty-four hours a day and ready to assist students, members of the Bonaventure community, and visitors in any way it can, regardless of the time of day.

Work schedules and hours in some departments vary according to job requirements (e.g. maintenance, housekeeping, and security). These special work schedules are administered through departmental policies. All employees are expected to observe their schedule of working hours, and supervisory approval is always necessary for any adjustment to regularly scheduled working hours.

During the summer months, University offices will typically be open from 8:00am to 4:30pm. Other Summer Hour schedules may be created either by department or for the campus and will be promulgated in advance of summer. The Office of Human Resources will notify the University community on an annual basis of the effective and concluding dates for Summer Hours.

Nothing herein shall be construed as a guarantee of hours of work per day or per week. St. Bonaventure University reserves the right to alter the work schedule.

Overtime

Overtime pay is available only to those employees designated as overtime eligible through job duties analysis conducted by the Human Resources department.

Overtime pay specifically refers to pay at one and a half times the normal rate for hours worked in excess of 40 during a pay week.

Employees are not eligible for overtime pay until they have physically worked 40 hours in the work week. Leave time used during a pay week does not count toward overtime pay eligibility. Overtime-eligible employees may be compensated for more than 40 hours in a pay week in which benefit leave was used but will not be paid overtime pay unless time actually worked is more than 40 hours. For example, an employee who uses eight hours of paid leave and works 36 hours during the pay week would be compensated for 44 hours, all as straight time.

Full-time employees working a secondary part-time position at St. Bonaventure are not eligible for overtime pay in any week they use leave time unless time actually at work, in all positions, totals more than 40 hours.

If an employee works a second job at the University and that secondary position causes the employee to become overtime eligible, overtime pay will be based on the secondary position pay rate. The decision to afford overtime work shall be at the sole discretion of the University. Employees are required to work overtime necessary for the well-being of the University.

If an emergency arises, employees may be called back to work after they have left the campus. When this situation occurs, employees will be guaranteed a minimum payment of two hours according to the employee's regular pay rate unless these hours qualify for overtime. See also "Emergency Call-in Differential."

Regular full-time employees who are called upon to work on a designated Holiday will receive two times the employee's regular straight-time hourly rate for hours worked on the Holiday plus 8 hours of Holiday pay. This does not apply to Paid Time Off (PTO) days typically scheduled around designated holidays (See also "Holiday and PTO Days").

Regular overtime-eligible full-time employees whose regular work schedule is Monday through Friday (except departments that are regularly staffed 7 days per week) who are called upon to work on Sunday, in addition to their normal work week, will be compensated two times the employee's regular straight-time hourly rate for hours worked on Sunday. Regular full-time employees who are scheduled to work on Sunday or a scheduled Holiday for a work assignment outside their regular full-time assignment are not eligible for double time pay for hours worked in that additional position. In order to be eligible for double-time pay, the employee must work the scheduled workday before and after the Holiday or Sunday, or be using paid leave (vacation, personal, bereavement, or sick leave).

Emergency Call-In Differential

- Overtime-eligible workers are paid the emergency call-in differential (ECD) in those instances when they have been called in to the campus for a bona-fide emergency and the employee has used leave time during the work week.
- The differential (amount reviewed annually) is intended to compensate the employee for the inconvenience of being summoned to work outside their normal work hours and when they would not otherwise be in overtime status.
- Workers called in as a result of an emergency are guaranteed a minimum of two hours regular pay plus the ECD regardless of time actually worked unless the next two items below apply:
- The ECD is not paid if the employee is in overtime status for the pay week or if double-time Sunday or Holiday pay is required by other policy.
- Employees scheduled to work on PTO days do not receive the ECD but employees called in on a PTO day do receive the ECD.
- Emergency status is determined by the area Director or Vice President (or designee) in consultation with the campus Director of Safety and Security (as needed) and will depend on

the immediacy of the repair or activity. Examples include, but are not limited to, power outages, network failure, leaks, heating failures, sanitary clean-ups, lock security issues, safety issues, and snow removal.

Specific overtime-eligible workers are designated as essential employees and are expected as part of their continued employment with St. Bonaventure University to respond to emergency call-ins.

Payday

All employees are paid on a biweekly basis. Employees on reduced obligation schedules (less than 12 months) are paid over 26 pay periods if salaried or over a reduced number of pay periods if overtime eligible. Payroll checks/advices are issued for all staff employees on scheduled pay dates. The payroll schedule is available online and from the Payroll office. Employees receiving actual checks must pick up and sign for their check at the Payroll office between 12:30 p.m. and 4:00 p.m. Monday through Friday beginning on the scheduled pay date unless otherwise notified. Direct deposit statements will be available electronically and can be viewed anytime online by accessing my.sbu.edu under the HR/Payroll tab. Errors on paychecks should be reported to your department head and will be adjusted or corrected on the next payday unless an extreme case of hardship exists.

Rest Periods

Employees are permitted two fifteen minute breaks during the course of an eight-hour shift. The scheduling of breaks may vary and will be designated by the supervisor or department head. Breaks are not cumulative and are lost if not used the same day. Under no circumstances may breaks be taken or combined to create longer lunches, later start, or an earlier end to work days.

Did you know?

The University maintains a comprehensive contact listing of all departments and employees?
Check it out at: <http://www.sbu.edu/about-sbu/news-events/sbu-office-directory>

EMPLOYEE BENEFITS

Basketball Season Tickets

Each full-time employee is entitled to two season tickets to SBU basketball (please note this is a taxable benefit).

Employee Assistance Program

An Employee Assistance Program (EAP) is provided to all University employees. This plan provides confidential counseling for employees, their spouse, and dependent children on a variety of matters. The employee and their family members can access the EAP on a 24-hour a day basis. For current information please contact the Office of Human Resources.

Employee Discounts

The Office of Human Resources has compiled a list of local businesses offering discounts to St. Bonaventure University employees. This list is updated periodically and is available in the Office of Human Resources and on my.sbu.edu

Flexible Spending Accounts

Flexible spending accounts give an eligible employee the option of contributing pre-tax income to pay for unreimbursed health care expenses; qualified dependent child care and adult day care expenses; and/or adoption assistance. By using pre-tax income, eligible employees reduce their health and/or dependent care costs by the amount they save in taxes. Use of the accounts is voluntary and is subject to IRS regulations. Each fiscal year, eligible employees decide whether, and how much, to contribute to each of the accounts for the following year. Further information may be obtained at the Office of Human Resources.

Health Insurance

All full-time employees are eligible to participate in a health insurance plan sponsored by the University on the first of the month following 30 days (or one month) of continuous full-time employment. Part time employees who work an average of 30 hours per week over a six-month period also become eligible for health benefits (human resources will notify you of your eligibility). Details about the University's health insurance plan options may be obtained from the office of human resources. The University reserves the right to change the plan, carrier, benefits offered, and/or level of contribution.

Annually during Open Enrollment and following a qualifying event (marriage, birth of a child, divorce, etc.), employees may join or leave the group plan and/or change their plan election.

During unpaid leaves of absence, employees must make arrangements to continue to pay their share of the insurance premiums, however, employees on short-term disability leave may have their portion of the health insurance premium waived after 30 calendar days of consecutive absence. Waiver continues for a maximum of 60 calendar days, unless employment with the University ends before that time.

Pre-Tax Premium Plan: as per Internal Revenue Service Code - Section 125, the employee contribution for health insurance is paid for with their pre-tax dollars. This means tax savings for the employee. Health Insurance Premium contributions are not subject to Federal Income Tax, New York State Income Tax, and Social Security Taxes. Should you wish to pay for your premiums on an after-tax basis, please submit your request in writing to the Office of Human Resources.

Identification Cards

All employees must obtain photo-identification cards from the ID office in the Reilly Center. Pictures are taken during the normal hours of operation. Please call extension #2675 to arrange a convenient time. Please note that an ID card is issued initially at no charge. A faulty ID or an ID in need of a name change may be replaced at no charge. A lost or stolen ID can be replaced for \$10.

Library Privileges

Employees are invited to take full advantage of the Library. Pleasant, quiet areas provide a nice environment in which to spend part of a lunch break or other free time.

All books, periodicals, newspapers, and other materials can be used on the premises and professional help is available from the Librarians. A St. Bonaventure University ID card must be presented in order to borrow library books and all loan rules, including the payment of overdue fines, must be followed.

Life Insurance/AD&D Plan

Each full-time employee of the University may enroll in the group life insurance plan on the first of the month following 30 days (or one month) of continuous full-time employment. Details of this life insurance plan are described in the various documents provided to each eligible employee electronically. Generally, the plan will insure an employee's life to the amount equal to 1-1/2 times the employee's regular annual salary, rounded to the next higher \$1,000 if not already an even number, to a maximum of \$300,000. An accelerated death benefit can be provided if you have a terminal illness. Accidental death and dismemberment coverage provides additional benefits for an accidental death or for an accidental dismemberment as defined in the schedule of benefits. The University pays the full cost of this insurance. Eligibility for this benefit, limitations on the amount, and terms and conditions of this benefit are governed by the applicable insurance contracts and plan documents. Please note that the IRS requires taxation of any life insurance benefit in excess of \$50,000.

Long Term Disability Insurance

Each regular full-time employee of the University is automatically enrolled in the long term disability insurance (LTD) plan on the first of the month following 30 days (or one month) of continuous full-time employment. Details of the LTD plan are described in the various documents which are provided to each eligible employee electronically. Eligibility for this benefit, limitations on the amount, and terms and conditions of this benefit are governed by the applicable insurance contracts and plan documents. The University pays the full cost of the LTD insurance premium.

On-site Health Services

All University employees are eligible for BonaCARE@WORK, our on-site health service program located in the University Wellness Center.

Employees are able to schedule personal care appointments and receive initial screening/treatment for work-related or non-work-related illness or injury. You also have access to the self-serve station, which is equipped with a variety of first-aid and cold care products. You may review the full range of services on their website at www.sbu.edu/life-at-sbu/hr/bonacare@work.

Parking

Employees are required to register motor vehicles with the safety and security services department. Employees are asked to park in the faculty/staff assigned lots and to display the parking decal as directed. Traffic regulations and regulatory information are published periodically and all community members are expected to comply with these regulations. Information relative to parking regulations may be obtained from the safety and security services department. Violations of parking regulations are enforced during the entire year and are subject to fines and possible vehicle immobilization for chronic offenses.

Recreational and Campus Activities Privileges

University recreational facilities may be used by all current employees with no or reduced charges as determined by the University in accordance with University policies. All full-time and part-time employees may receive access to the Richter Center. Details regarding practices and procedures for employee use as well as information on family days and spousal membership are available at the Richter Center. Access to all campus athletic events sponsored by the University, as well as University sponsored lectures, concerts, movies and plays, may be available to current employees with no or reduced charges as determined by the University in accordance with University policies.

Retirement Plan

The University provides all eligible employees with a defined contribution retirement plan. Any full or part time employee may begin contribution to a personal retirement account upon hire. Upon successful completion of two years of full-time employment, the University contributes 10% of compensation, as defined under the plan, to TIAA for each employee. The employee determines investment of the funds. Specific detail of the plan is available in the Office of Human Resources.

Rights of Nursing Mothers

St. Bonaventure University provides reasonable unpaid break time and/or permits an employee to use paid break time or meal time each day to express breast milk for her nursing child for up to three years following the child's birth. Upon request, SBU will provide a room, or other location, in close proximity to the work area, where an employee can express milk in privacy. St. Bonaventure will not in any way discriminate against an employee who chooses to express breast milk in the workplace.

Social Security

The University participates in the federal government's Social Security and Medicare Programs. An employee's participation is compulsory and rates, benefits, and other details of the program are prescribed by Congress and are subject to legislative change. Please note that student employment and some foreign employees are exempt from Social Security withholding.

Tax Deferred Annuity

A voluntary tax-deferred annuity is available to all employees through a salary reduction agreement. An employee may reduce a portion of their salary, currently subject to tax, and purchase with it TIAA supplemental retirement annuities (SRA). Contributions to a tax-deferred annuity are not matched by the University. Further information may be obtained from the Office of Human Resources.

Travel Insurance

The University carries a Travel Accident Insurance Policy on eligible employees who are traveling on official University business. This policy provides a loss benefit of \$200,000 per person with a maximum liability of \$1,500,000 per occurrence. This benefit is effective with date of hire at no cost to the employee. Details are available in the Office of Human Resources. It is important to report any business travel-related incidents to the office of the Chief Financial Officer as soon as is practical.

Tuition Exchange for Dependent Eligible Children

The University is a member of various undergraduate tuition exchange programs with other colleges and universities for which dependent children of St. Bonaventure University employees may be eligible for free or significantly reduced tuition. Requirements and eligibility guidelines are available from the director of financial aid or the Office of Human Resources.

Tuition Remission: Employee, Spouse, Dependents

Purpose and Limitations of Tuition Remission

The St. Bonaventure Tuition Remission program is designed to enhance the lives of our employees and their families by providing a reduction or elimination of tuition costs for employees and dependents. St. Bonaventure does reserve the right to limit availability of this benefit, particularly to highly enrolled courses or programs. Employees are responsible for any tax liability generated from remission benefits. Remission benefits cease upon termination of employment, except for those courses in which the employee, spouse or dependent child is currently enrolled and for which classes are in session at the time of termination. Complete information is available from the financial aid office and the tuition remission form is available in the Office of Human Resources or on my.sbu.edu

Undergraduate Tuition Remission

All full-time employees of St. Bonaventure University, their spouses and dependent children are eligible for full undergraduate tuition remission. This benefit for full-time employees is extended at the start of the first academic semester following the employee's date of hire. Also eligible are nieces, nephews, brothers, and sisters of Friars of the Holy Name Province who are contributing Friars (administration, staff, faculty, etc.) at St. Bonaventure University. Additionally, those nieces, nephews, brothers, and sisters of a Friar who has given at least ten years of service to the University are eligible to receive full tuition remission. Finally, all full-time employees of Mt. Irenaeus and Holy Peace Friary, their spouses, and dependent children are eligible for undergraduate tuition remission upon the completion of 15 years of service.

A tuition remission of \$500 per semester is to be extended to any niece, nephew, brother, or sister of any Friar of the Holy Name Province.

All employees/spouses/dependents must apply first for Federal, State, or Local tuition assistance, scholarships, or awards. After the application for the aforementioned aid has been processed and/or is awarded, the University may grant remission of all remaining tuition. The University reserves the right to charge for travel, food, lodging, and other costs for certain courses where the tuition fee has been set to include these or other extraordinary charges.

Graduate Tuition Remission

All full-time employees of St. Bonaventure University and their spouses (with restrictions as listed below) are eligible for graduate tuition remission at St. Bonaventure University only. Remission for the SBU employee is 80% of the tuition cost and 50% for the employee's spouse. Graduate tuition remission may be subject to tax as per IRS guidelines.

Tuition Remission for Online Graduate Programs

Online Graduate programs have limited attendance availability and tuition remission is only available for full-time employees of St. Bonaventure University.

Employees must apply for admission and tuition remission for Online Graduate programs by July 1st and meet the program's admission criteria.

Employee tuition remission is only available for employees starting Online Graduate programs during the first fall session.

The number of seats available in Online Graduate programs for employees is restricted and approval for the available seats in each program will be granted based on the employee's full time years of service to the University.

Unemployment Insurance

Unemployment Insurance benefits are provided by the University pursuant to a program administered by the New York State Department of Labor. The cost of Unemployment Insurance is fully paid by the University. Students in regular attendance at St. Bonaventure University and employed through work study programs are excluded from Unemployment Insurance coverage. The employment and earnings of the student worker through this program cannot be used to qualify for Unemployment Insurance benefits.

Workers' Compensation

Under New York State Law, employees are entitled to receive Workers' Compensation benefits for illness or injuries related to on-the-job or work-related causes. All work-related injuries and incidents must be reported to the employee's immediate supervisor or the Office of Human Resources in order for the employee to substantiate his or her claim and also to protect the University. An employee's and supervisor's written incident reports must be completed and submitted to Human Resources as soon as practical following the incident. The cost of Workers' Compensation insurance is fully paid by the University.

St. Bonaventure University has a First Aid program which was designed to streamline health services from local providers as well as to manage our Workers' Compensation insurance costs. This program permits the University to pay small claims directly to the health care provider rather than submit them to our insurance carrier. For this reason, it is requested that you have all bills submitted directly to the Office of Human Resources for processing. This billing process does not preclude the above-mentioned accident reporting requirement.

Please note that should a work-related injury result in time off from work and such leave meets the requirements of the Family and Medical Leave Act, the absence from work will run concurrently with Family and Medical leaves of absence.

Did you know?

For a full-time employee, the average value of all your University benefits as of January 2018 is \$33,128 in ADDITION to your wages? And we didn't even add in the cost of free or reduced tuition for you and your family!

LEAVES

Bereavement Leave

In the event that an employee is bereaved by the death of a spouse, child, parent, brother, sister, mother-in-law, father-in-law, grandchild or grandparent, that employee shall be entitled to a leave of absence not to exceed three (3) work days. Use of bereaved days does not have to be consecutive. The employee will receive his or her regular straight-time wages for each scheduled work day, provided:

1. The employee attends the funeral (unless excused by the Employer);
2. Bereavement leave shall not apply during periods where the employee is on vacation or absent from work because of sickness, leave of absence, or any other leave;
3. At the time a request for bereavement leave is made, proof of death may be required at the discretion of the University.
4. Additional bereavement leave may be granted by the supervisor after consultation with the director of human resources.

Blood Donation Leave

St. Bonaventure University provides a paid leave benefit for those donating blood on campus if the blood drive is held during the employee's regular work hours. Per NYS labor law section 202-j, the University grants all employees sufficient paid leave time necessary to donate blood on campus, to recover, including partaking of nourishment after donating, and to return to work. Should the employee be unavailable during an on-campus blood drive, or if a blood drive is held outside the employee's normal work hours, the employee may, during their normal work hours, use vacation, personal, PTO time or up to three (3) hours of unpaid leave once per year to donate off-site at a time and place convenient to them.

Family and Medical Leave

Consistent with the Family and Medical Leave Act (FMLA) of 1993, eligible employees are entitled to take up to twelve (12) weeks or twenty-six (26) weeks of unpaid leave for specified family and medical reasons.

A. Employee Eligibility

To be eligible for FMLA leave, an employee must:

- 1) have worked for St. Bonaventure University ("University") for at least twelve (12) months;
- 2) have worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the leave; and
- 3) work within a 75-mile radius of 50 employees.

Determination as to whether an employee has met these requirements will be made as of the date that the leave is to commence.

B. Leave Entitlement

- 1) The University will grant an eligible employee up to a total of twelve (12) workweeks of unpaid leave during any twelve (12) month period for one or more of the following reasons:
 - a) the birth and care of the employee's newborn child;
 - b) the placement of a child with the employee for adoption or foster care;
 - c) to care for an immediate family member (spouse, child or parent, but not parent-in-

- law) with a serious health condition;
 - d) the employee's own serious health condition that prevents him/her from performing the functions of his/her position; or
 - e) a qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty (or has been notified of an impending call or order to active duty).
- 2) The twelve (12) month period is defined as a "rolling" twelve (12) month period measured backward from the date an employee uses any FMLA leave. According to the "rolling" twelve (12) month period, each time an employee takes FMLA leave the remaining leave entitlement would be any balance of the twelve (12) weeks which has not been used during the immediately preceding twelve (12) months.
- 3) Leave for birth or adoption (including foster care placement) must conclude within twelve (12) months of the birth or placement.
- 4) For purposes of FMLA, "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
- a) Inpatient care in a hospital, hospice, or residential medical care facility; or
 - b) Continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider requires:
 - (i) A period of incapacity for more than three consecutive calendar days, that involves treatment two or more times by a health care provider or treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider;
 - (ii) Any period of incapacity due to pregnancy or for prenatal care;
 - (iii) Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which: (1) requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider; (2) continues over an extended period of time (including recurring episodes of a single underlying condition); and (3) may cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.);
 - (iv) A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective; or
 - (v) Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

Ordinarily, the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches, periodontal disease, routine dental or orthodontia problems are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave.

- 5) Spouses employed by the University are entitled to a separate family leave for the birth or placement of a child for adoption or foster care, and to care for a child who has a serious health condition, or for their own serious health conditions. In all circumstances, spouses are limited to a combined total of 12 weeks in a 12 month period.
- 6) When medically necessary, an employee may take leave on a reduced schedule or intermittently

(a few days or a few hours at a time) to care for an immediate family member with a serious health condition or because of a serious health condition of the employee. Medically necessary means there must be a medical need for the leave and that the leave can best be accomplished through a reduced or intermittent schedule. An employee taking intermittent leave, or leave on a reduced leave schedule, may be required to transfer temporarily to a position with equivalent pay and benefits that better accommodates recurring periods of leave.

- 7) When leave is needed to care for an immediate family member or the employee's own illness, and is for planned medical treatment, the employee must attempt to schedule treatment so that it will not unduly disrupt the University's operations.

C. Pay During Leave

Employees will not be paid while on FMLA leave except as follows:

- 1) Nothing in this policy prevents an employee from applying for Workers' Compensation, Paid Family Leave or Disability Benefits. Any leave which is covered by Workers' Compensation or Disability Benefits will count against an employee's FMLA entitlement.
- 2) Full-time employees receiving Disability Benefits will be required to substitute five days of paid vacation, personal and/or sick leave for the first five days of FMLA leave.

D. Maintenance of Health Benefits

- 1) The University will maintain group health insurance benefits for employees on FMLA leave on the same basis as coverage would have been provided if the employee had been continuously employed during the FMLA leave period. Any share of group health plan premiums which had been paid by the employee prior to FMLA leave must continue to be paid by the employee during the FMLA leave period. If in unpaid leave status, employees on short-term disability leave may have their portion of the health insurance premium waived after 30 calendar days of consecutive absence for the duration of the FMLA leave period. Waiver continues for a maximum of 60 calendar days unless employment with the University ends before.
- 2) If the University pays the employee's share of any premium payments (other than as waived above), the University reserves the right to recover payments made in any manner permitted by law.
- 3) If coverage is terminated and the employee returns to work from FMLA leave, the employee's group health insurance benefits will be reinstated, to the same extent the employee would have been entitled to these benefits had he/she not taken FMLA leave.
- 4) For all periods during which an employee substitutes paid leave for unpaid FMLA, benefits will continue to accrue and deductions for group health insurance will continue to be made.
- 5) If an employee gives unequivocal notice of intent not to return to work, the University's obligation to continue group health insurance benefits ceases. If the employee chooses not to return to work for reasons other than a continued serious health condition, the University will require the employee to reimburse the University the entire amount it paid for the employee's health insurance premium during the unpaid FMLA leave period.

E. Job Restoration

- 1) Upon return from FMLA leave, an employee will be restored to his or her original position, or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions, unless the individual's employment would have terminated for reasons unrelated to the leave (e.g., reorganization, lay off, etc.).
- 2) Under specified and limited circumstances, the University may refuse to reinstate certain highly

paid “key” employees after using FMLA leave. In order to do so, the University will:

- a) notify the employee of his/her status as a “key” employee in response to the employee’s notice of intent to take FMLA leave;
 - b) notify the employee as soon as the employer decides to deny job restoration and explain the reasons for this decision; and
 - c) offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice.
- 3) If an employee’s need for FMLA ceases prior to the end of the requested leave, the employee is required to promptly return to work. If the employee fails to return to work, the employee will be considered to have voluntarily quit.
 - 4) After exhausting the FMLA entitlement, an employee must return to work or apply for an Unpaid Personal Leave. (See, Handbook p. 45) If the University approves the Personal Leave, the FMLA leave will count against the employee’s entitlement under the Personal Leave policy. For example, an employee, who exhausts his/her FMLA entitlement and is approved for a Personal Leave Medical Leave of Absence, is entitled to only an additional nine month Personal Leave.
 - 5) An employee failing to return to work at the end of approved leave or when able to may be terminated.

F. Notice and Medical Certification

- 1) Except where leave is not foreseeable, all employees requesting leave under this section must submit their request in writing to the Office of Human Resources thirty (30) days before the leave is to commence. If an employee fails to provide thirty (30) days’ notice for a foreseeable leave, the leave request may be denied until at least thirty (30) days from the date the employer receives notice.
- 2) Where the need for leave is not foreseeable, the employee must submit a written request as soon as is practicable.
- 3) For leaves taken because of the employee’s or a covered family member’s serious health condition, the employee must submit a completed “Medical Certification Form”, and return the form to the Office of Human Resources. The Medical Certification Form must be provided by the employee no later than sixteen (16) days from the date of such request. In emergencies, a completed Medical Certification Form must be submitted as soon as practicable. Failure to provide medical certification may result in a denial of leave. A doctor’s excuse or note does not evidence a serious health condition. Instead, the employee must provide the University with a Medical Certification Form, which is completed in its entirety. An employee who fails to provide the University with a Medical Certification Form is not protected under FMLA. An employee who has not filed the required leave form and “Medical Certification Form”, where applicable, must follow the call-in procedure for each day of absence. Failure to do so shall be considered a no-show/no-call.
- 4) Upon review of the application and Medical Certification Form, the University has the right to require the employee to obtain the opinion of a second health care provider. The University will pay for the examination by the second health care provider, who will be selected by the University. In the event of a dispute between the two medical opinions, the University and the employee will choose a third health care provider. The third health care provider will render a binding opinion as to the serious health condition.
- 5) The University has the right to require periodic medical recertification.

- 6) The University has the right to require medical certification of an employee's ability to return to work.
- 7) If it becomes necessary for an employee to take more leave than originally planned, the employee is obligated to give the University reasonable advance notice of the change in circumstances.
- 8) While on leave, employees are required to report periodically to the University regarding the status of the medical condition and their intent to return to work. If an employee gives unequivocal notice of intent not to return to work or the employee fails to return to work after exhausting his/her FMLA entitlement, the University's obligation to restore the employee to employment ceases and the employee may be terminated.

G. Service member Family Leave

a. Employee Eligibility

An eligible employee who is the spouse, son, daughter, parent, or next of kin (nearest blood relative) may qualify for service member family leave to care for a "covered service member" with a serious illness or injury.

A "covered service member" is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in "outpatient status," or is otherwise on the temporary disability retired list, for a "serious injury or illness."

A covered service member is on "outpatient status" when the member is assigned to a military medical treatment facility as an outpatient, or a unit, established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

A covered service member has a "serious injury or illness" when the member has an injury or illness incurred in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

b. Leave Entitlement

An eligible employee shall be entitled to a total of twenty-six (26) workweeks of leave during a twelve (12) month period to care for a "covered service member." Such leave shall only be available during a single twelve (12) month period. During such a period, the eligible employee shall be entitled to a combined total of twenty-six (26) workweeks of FMLA leave, including both service member family leave and other FMLA leave.

Spouses employed by the University are jointly entitled to a combined total of twenty-six (26) workweeks of leave under the FMLA during a single twelve (12) month period, if the leave is service member family leave or if the leave is a combination of service member family leave and other FMLA leave. Leave based on a serious health condition that makes the employee unable to perform the functions of the position of the employee does not count toward this limit. Such spouses remain subject to the limitation of a combined total of twelve (12) workweeks of leave for the birth or placement of a child for adoption or foster care, and to care for a child or their own parent who has a serious health condition, set forth in Section B(5), above.

Service member family leave may be taken intermittently or on a reduced leave schedule when medically necessary. Such leave is subject to the requirements in Section B(6), above.

An employee taking service member family leave for planned medical treatment shall make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the University, as set forth in Section B(7), above.

c. Pay During Leave

An employee shall not be paid while on service member family leave except as provided under Section C, above.

d. Maintenance of Health Benefits

Service member family leave is subject to the maintenance of health benefits rules of Section D, above.

e. Job Restoration

Service member family leave is subject to the job restoration rules of Section E, above.

f. Notice and Medical Certification

Service member family leave is subject to the notice and medical certification rules of Section F, above.

The University may require a medical certification by the health care provider of the service member being cared for by the employee, in the case of an employee unable to return to work because of a condition forming the basis for service member family leave.

Holiday and PTO Days

Regular full-time employees, upon hire, shall be eligible to receive Holiday Pay based on the following schedule during which most University offices are scheduled to be closed.

St. Bonaventure University recognizes ten (10) officially Designated Holidays each year. In addition to the Designated Holidays listed below, SBU provides additional days as Paid Time Off (PTO) days that regular full-time employees typically will be required to use in conjunction with holiday closures. However, even during closures, some essential services must be continued. Employee scheduling during closures and use of PTO is therefore at the discretion of the Designated Executive. Employees scheduled to work during an official closure will bank the PTO days which must be used no later than the end of the fiscal year (May 31st) or will be forfeited. Any exceptions must be approved by the Director of Human Resources. PTO days are not considered holidays and are not subject to holiday pay rules. Holiday time and PTO balances do not have a monetary value and are not paid out upon separation from employment.

Regular full-time, overtime-eligible employees working on one or more of the ten Designated Holidays will receive two times the employee's regular straight-time hourly rate for hours worked on the Holiday plus eight hours of Holiday pay for that day. Regular full-time exempt employees working on a Designated Holiday will receive two PTO days credited to their account. Part-time employees working on a Designated Holiday will receive their regular pay and any Designated Holiday differential pay in effect for that day.

St. Bonaventure University will announce holiday closure dates and the exact number of PTO days authorized each year by the end of May.

St. Bonaventure University Designated Holidays
(Dates vary by year and are announced annually)

- ❖ Independence Day
- ❖ Fall Break Day
- ❖ Thanksgiving Day
- ❖ Christmas Eve
- ❖ Christmas Day
- ❖ New Year's Eve
- ❖ New Year's Day
- ❖ Martin Luther King Jr. Day
- ❖ Good Friday
- ❖ Memorial Day

In order to be eligible for holiday pay, the employee must be scheduled to work before and after the holiday, or be on paid leave. Holidays falling within a period of vacation will not be counted as vacation.

Employees on unpaid leave of absence at the time the holiday occurs are not eligible for Holiday pay. Employees with reduced-year obligations are not eligible for any holidays that fall within the time of the year when they are not otherwise scheduled to work.

Jury Duty

Employees who are summoned for jury duty acknowledge their civic responsibilities by fulfilling this obligation. The employee's supervisor must first be notified. Paid leave of absence for jury duty is available for employees when such duty is required by law (jury duty fees paid by the court must be surrendered to the University). Jury duty papers should be presented to the supervisor as soon as they are received so that departmental schedules can be adjusted. Paid jury duty for full-time employees is limited to ten (10) working days per calendar year, unless extended in the exclusive determination of the University, and it applies only to jury service performed during the scheduled work week. Paid jury duty for part-time employees is limited to the first three days of jury duty for service performed during regularly scheduled hours. The employee shall be required to:

1. Notify his or her immediate supervisor as soon as possible before the employee is required to report for jury service.
2. Return to his or her immediate supervisor a completed form certified by the Court Clerk.
3. Cooperate with the University in requesting excuse or delay from jury service where the employee's absence will adversely affect the University's operations.
4. Report back to work at any time when he or she is free from the responsibilities of jury duty.

Military Leave and Reemployment Policy

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, Army National Guard or Air National Guard engaged in active duty for training, inactive duty training or full-time duty, the commissioned corps of the Public Health Service, or any other category of persons designated by the President in time of war or national emergency will be granted an unpaid leave of absence for military service, training or related obligations in accordance with applicable law. Employees on military leave may substitute their accrued paid leave time for unpaid leave. At the conclusion of the

leave, upon satisfaction of the conditions set forth below, an employee generally has a right to return to the same position he or she held prior to the leave or to a position with like seniority, status and pay that the employee is qualified to perform.

Procedure

Any person who is absent from work because of uniformed service shall be entitled to the reemployment rights described below if:

- (1) the person provides a copy of the military orders or other written or verbal notice in advance, to his/her supervisor and Office of Human Resources, unless he/she is unable to do so because of military necessity or it is otherwise impossible or unreasonable;
- (2) the total, cumulative time the person has been absent from St. Bonaventure due to uniformed service does not exceed five (5) years; and
- (3) the person reports to and/or submits an application for reemployment in accordance with the following schedule:
 - An employee who served for fewer than 31 days or who reported for a fitness to serve examination must report to the Office of Human Resources not later than the beginning of the first full regularly scheduled work period on the first full calendar day following completion of the period of service.
 - An employee, who served for more than 30 days, but less than 181 days, must submit an application for reemployment no later than 14 days after completion of the period of service.
 - An employee who served for more than 180 days must submit an application for reemployment no later than 90 days after the completion of the uniformed service.
 - An employee who has been hospitalized or is recovering from an injury or illness incurred or aggravated while serving must report to the Office of Human Resources (if the service was less than 31 days), or submit an application for reemployment (if the service was greater than 30 days) in accordance with the appropriate provision above, measured from the end of the period that is necessary for the person to recover from the illness or injury, so long as the recovery period does not exceed two years.

Required Documentation

A person whose military service was for more than 30 days must provide documentation within two weeks of his/her return (unless such documentation does not yet exist or is not readily available) showing the following: (i) the application for reemployment is timely (i.e. submitted within the required time period); (ii) the period of service has not exceeded five years; and (iii) the employee received an honorable or general discharge.

Reemployment

A person meeting the above requirements will be entitled to reemployment as follows:

- (1) a person who was in the uniformed service for fewer than 91 days will be placed in the position in which he/she was employed on the date the uniformed service began;
- (2) a person who was in the uniformed service for more than 90 days will be placed in the position in which he/she was employed on the date the uniformed service began, or in a position of like seniority, status and pay;

- (3) a person who incurs or aggravates a disability during the uniformed service such that he/she is no longer qualified to perform the duties of his/her previous position will be placed in another position which is equivalent in seniority, status and pay (so long as the person is qualified to perform the duties of that position), or in a position for which he/she is qualified that is nearest in approximation to his/her prior position in seniority, status and pay.

St. Bonaventure is not required to reemploy a person if:

- (1) circumstances have so changed that reemployment is impossible or unreasonable (e.g., St. Bonaventure need not reemploy the person where there has been an intervening reduction in force that would have included that person);
- (2) reemployment would cause an undue hardship on St. Bonaventure; or
- (3) the person's employment was for a brief, non-recurrent period of time and there was no reasonable expectation that the employment would continue indefinitely or for a significant period of time.

Continuation of Health Benefits

During a military leave of fewer than 31 days, an employee is entitled to continued group health plan coverage under the same conditions as if the employee had continued to work.

For military leaves of more than 30 days, St. Bonaventure will continue group coverage under the same conditions as if the employee had continued to work until the end of the month in which the military leave commences. An employee may elect to continue coverage at his/her expense thereafter. The maximum period of coverage is the lesser of the 36-month period beginning on the first date of the person's absence, or the day after the date on which the person fails to apply for or return to his/her employment pursuant to the procedures set forth above.

Military Leave: Leave of Absence for Military Spouses

An employee who works an average of twenty or more hours per week, who is a spouse of a member of the armed forces of the United States, National Guard or reserves who has been deployed during a period of military conflict to a combat theater or combat zone of operations, shall be allowed up to ten days unpaid leave.

A period of military conflict includes a period of war declared by the United States Congress or a period in which a member of a reserve component of the armed forces is ordered to active duty as set forth in New York Labor Law §202-i.

This leave shall only be used when the employee's spouse is on leave from the armed forces of the United States, National Guard or reserves while deployed during a period of military conflict to a combat theater or combat zone of operations. St. Bonaventure reserves the right to require documentation to substantiate the right to take such leave.

Did you know?

That SBU has a veterans' service center for students and employees? For more information: www.sbu.edu/admission-aid/armed-forces-veterans or call 375-2105.

Personal Leave

All regular full-time employees are entitled to three (3) personal days, based on the approval of their supervisor. Personal Days will not accumulate from one year to another (June-May). Unused personal days will not be paid when an employee separates from employment. For employees who have been employed for less than one year, personal days will be prorated. Personal days are not prorated for employees on less than 12 month schedules. Personal days are credited to the employee's leave accruals in full at the beginning of the fiscal year.

Sick Leave

All regular full-time employees shall earn paid sick leave at the rate of eight (8) days per fiscal year (June to May), 25% accrued at the beginning of each fiscal quarter. During the first quarter of hire or rehire, sick leave shall be prorated based upon the number of full months of service in the fiscal quarter.

Employees are permitted to utilize earned sick leave upon hire. Unused accumulated sick leave shall be forfeited upon termination of employment for any reason. Employees desiring to use sick leave are required, when practical, to notify the University prior to use. Failure to do so may result in the denial of compensation for day of absence.

Sick leave days may be used immediately prior to or subsequent to holidays, vacation, or any paid or unpaid time off at the exclusive discretion of the University. Approved leaves of absences taken under the Sick Leave policy which satisfy the requirements of the Family and Medical Leave Act will run concurrently with Family and Medical leaves of absences. Sick leave may be used for the following: personal illness; doctor or dental appointments; illness of a child or close family member (Family Medical Leave definitions); when the employee is eligible for Family and Medical Leave Act (FMLA).

'888' Sick Bank

Full time employees who have completed five years' consecutive full time service AND have a minimum sick leave balance of 160 hours earn entrance to the '888' sick bank and will receive an updated sick leave balance of 1,048 hours (their 160 hours plus up to 888 more). Eligibility for this benefit will be reviewed annually and movement to the '888' plan will occur only at new fiscal year start and not at any other time of year. Eligibility is determined as of May 31st and employees must have completed five years' consecutive service by this date.

Once moved to the '888' bank, employees will accrue sick time at the rate of four (4) sick days per year, credited to their bank at the start of the fiscal year and capped at the maximum 1,048 hours.

Employees with 15+ years of full-time service may request one full sick bank replenishment after serious illness regardless of whether they are currently in the bank or not. This is a one-time only benefit.

Employees with a documented history of sick leave abuse may become ineligible for participation in the bank and are subject to progressive disciplinary action.

Sick time from this bank has no monetary value and is not paid out at separation from employment.

Any exceptions to eligibility for the '888' sick leave program will be reviewed by the Office of Human Resources and must be approved by the President.

Short-Term Disability Leave

Employees unable to work due to non-work-related illness or injury for more than seven (7) consecutive days are entitled to apply for New York State disability benefits. New York State disability insurance provides temporary weekly cash benefits to eligible wage earners when disabled by an off-the-job injury or illness (including disability due to pregnancy). Such benefits are paid under New York State Law beginning with the eighth day of disability and may cover up to ½ of the employee's average weekly wages (based on last eight (8) weeks employment) up to a maximum benefit established by law. If the

employee becomes disabled, he or she should notify the Office of Human Resources promptly so that the necessary paperwork can be processed. Per state law, an employee contributes to this insurance plan and the university pays the balance of the premium. This leave will run concurrently with Family Medical Leave, if applicable. Employees with university health benefits who are receiving NY State short term disability for more than one month may receive a waiver of health insurance premium payments starting in the second month for up to two months. Waiver is not available to employees using their university paid sick leave benefits. Vacation will continue to accrue for the first ninety (90) days of a disability leave of absence.

New York State Paid Family Leave

Effective January 1, 2018, the University will provide its employees working in New York with paid leave benefits in accordance with the New York State Paid Family Leave Benefits Law (“PFL”). PFL is designed to enable covered, eligible employees to take time off from work to care for family members under circumstances as outlined below. Employees taking PFL will receive partial wage replacement through an insurance policy that is funded by biweekly, post-tax employee payroll deductions (established annually in accordance with state law). Payroll deductions will begin on January 1, 2018, or the employee’s first day of employment, whichever is later. Participation in the PFL program is mandatory for all employees, except for those individuals eligible for a waiver (explained below).

Employee Eligibility

An employee regularly scheduled to work at least 20 hours per week is eligible to take PFL after he/she has been employed by the University for 26 consecutive weeks.

An employee regularly scheduled to work less than 20 hours per week is eligible to take PFL after working for the University for 175 days.

Note: Time spent on paid time off (e.g., vacation, sick and personal time) will count towards an employee’s eligibility determination, provided deductions were taken during that period of paid time off. However, time that an employee spends on New York State Disability Leave or unpaid leave will not be counted towards an employee’s eligibility determination.

Eligible employees may apply to take PFL for the following qualifying reasons:

1. Caring: To provide care for their child (regardless of age), parent (including parent-in-law), grandparent, grandchild, spouse and/or domestic partner with a “serious health condition.”
 - *“Providing care”* includes: necessary physical care, emotional support, visitation, assistance in treatment, transportation, arranging for a change in care, assistance with essential daily living matters, and personal attendant services.
 - Note: During the leave, the employee must be in close physical proximity to the identified family member who is receiving care.
 - *“Serious Health Condition”* means: an illness, injury, impairment or physical or mental condition that involves either in-patient care or continuing treatment (or supervision) by a health care provider. Questions regarding the definition of “serious health condition” should be directed to the Office of Human Resources.
 - Note: Absent complications, the common cold, the flu, an earache, an upset stomach, a minor ulcer, a headache (other than a migraine), a routine dental procedure/orthodontia problem, a periodontal disease, etc. does not typically constitute a serious health condition.

2. **Bonding**: To bond with their child following the child's birth, adoption or placement in foster care.
 - In the case of adoption or placement, PFL may be taken prior to the adoption or placement if the employee's absence is necessary for the placement or adoption to proceed. PFL taken for these circumstances must be used within one year of the first day of leave, or within one year of the adoption/placement, whichever is earlier.
 - In the case of the birth of a newborn child, PFL taken to bond with the child must be used within the first year following the child's birth.

3. **Preparing**: To prepare for, or attend to, a qualifying exigency arising out of a family member's military service.
 - "*Family member*", as applied to this particular provision, shall include the employee's spouse, domestic partner, child or parent who is currently on active duty or has been notified of an impending call to active duty in the Armed Forces of the United States.
 - "*Qualifying exigency*" shall have the same meaning and interpretation under PFL as the term is currently used under the federal Family and Medical Leave Act ("FMLA"). Questions regarding the definition or application of "qualifying exigency" should be directed to the Office of Human Resources.

PFL is not available for the employee's own disability or serious health condition. Disability, FMLA or a non-FMLA medical leave may be available in those circumstances. Please see the University's Short-Term Disability, FMLA and other medical leave policies for additional information.

Note: ***PFL will run concurrently with leave under the FMLA where the reason for leave qualifies under both PFL and FMLA.*** In these cases, employees will be required to comply with all applicable employee requirements (e.g., application, certification, notice, etc.) under both policies. Accordingly, employees should also review and refer to the University's FMLA Policy. If an employee's need for leave qualifies under both PFL and FMLA, but the employee declines to apply for PFL benefits (despite being notified that the reason for leave is a PFL-qualifying reason), any leave taken by the employee for such reason will nevertheless be counted against the employee's PFL allotment.

Waivers

Employees have the opportunity to waive PFL benefits under the following limited circumstances:

- The employee's regular work schedule is 20 or more hours per week, but the employee will not work for the University for 26 consecutive weeks.
- The employee's regular work schedule is less than 20 hours per week and the employee will not work for the University for 175 days during a consecutive 52-week period.

If an employee elects to waive PFL coverage, the University will not take PFL payroll deductions from that employee. However, if an employee elects to waive PFL coverage and his/her regular schedule changes such that he/she works for either 26 consecutive weeks or 175 days in a consecutive 52-week period, the employee's waiver will be automatically revoked under the law. When such a waiver is revoked, the University will notify the employee regarding his/her contribution obligations. Thereafter, the University may begin taking PFL payroll deductions from the employee, including any retroactive amounts from the employee's date of hire or the amount necessary to prevent the University from having to pay the applicable PFL insurance premium.

Amount of PFL Leave Available

The amount of PFL time available to eligible employees will be phased-in over a period of four years as follows:

YEAR	# OF WEEKS OF PFL AVAILABLE DURING 52-WEEK TIME PERIOD
2018	8
2019	10
2020	10
2021 (and beyond)	12

The 52-week time period is calculated by measuring backwards from each day for which PFL is taken. PFL may be taken in daily or weekly increments. In the event that an employee also collects New York State Disability Leave Benefits (DBL) for his/her own disability, the maximum amount of time that can be taken for both DBL and PFL can total no more than 26 weeks during a 52-week time period.

The University will not permit more than one employee to use PFL to care for the same family member at the same time.

Example: If both spouses work for the University, the University may deny PFL to one spouse if both employees have requested to take PFL during the same period of time to bond with the same child. However, both spouses could take PFL at different times to bond with the same child.

PFL Benefit Levels

Employees do not continue to receive their full pay from the University during PFL. Rather, they will receive a partial wage replacement benefit payment which will be paid directly from the University's insurance carrier. Benefit levels are set by state law as a percentage of the employee's average weekly income, which will be capped as a percentage of the state average weekly wage. Benefit levels will be phased-in over a period of four years as follows:

YEAR	Maximum % of Employee's Average Weekly Wage	Capped % of the State Average Weekly Wage
2018	50%	50% (capped at \$652.96 for 2018)
2019	55%	55%*
2020	60%	60%*
2021 (and beyond)	67%	67%*

*In the years following 2018, NYS will make an annual determination (most likely during the fall) about the benefit cap amount that will be used/applied in the next calendar year (*i.e.*, beginning January 1st).

If PFL leave spans across calendar years, the employee's benefit amount/rate is set at the time the PFL leave begins and does not increase during the leave period.

Intermittent Leave

PFL may be taken on either a weekly or intermittent basis (*i.e.*, separate blocks of time). Intermittent PFL must be used in full-day increments.

If an employee takes intermittent FMLA in partial day increments for a reason that also qualifies for PFL, and the employee is paid and works at least part of a day, the University will track the hours taken against

the employee's FMLA allotment. When the partial day increments taken total the number of hours in the employee's regular work day, the University will deduct one day of PFL from the employee's available PFL allotment.

Employee Notice Requirements

Employees must provide the University with notice regarding the need for PFL before the start of the leave. Notice should be given to the Office of Human Resources. Employees are required to provide sufficient information and notice to inform the University of the Qualifying Event, the anticipated timing, and the duration of leave.

- If the need for PFL is foreseeable (*i.e.*, planned medical treatments/appointments, to bond with a child, a qualifying military exigency, etc.), the employee must provide The University with at least 30 days' advance notice, or as soon as the need for leave becomes known.
- If the need for PFL is not foreseeable because of a medical emergency, change in circumstances or lack of advance knowledge, the employee must notify the University as soon as practicable under the circumstances. See "Absence", page 13.
- If an employee fails to provide 30 days' advance notice of foreseeable PFL and provides no reasonable excuse for the delay, the insurance carrier may partially deny the claim for a period of up to 30 days from the date the notice is given.
- If leave is taken on an intermittent basis, the employee must provide notice as soon as is practicable before each day taken as intermittent leave.

When the need for PFL is foreseeable, including intermittent leave, employees are encouraged to consult with their supervisor and the Office of Human Resources regarding leave scheduling so as to minimize operational disruptions to the University.

Applying for PFL Benefits

Employees needing PFL should notify the Human Resources Department. In order to receive income replacement benefits while on PFL, an employee must submit a claim form to the University's PFL insurance carrier using the applicable *Request for Paid Family Leave* forms. The claim form(s) will provide details regarding the documentation that will be required to support the request for PFL benefits. These forms may be obtained from the Office of Human Resources.

Employees are responsible for timely filing their own PFL claim(s) with the University's insurance carrier. While employees have 30 days from the date PFL is taken to file the claim, employees should consider filing the claim as quickly as possible to ensure prompt payment of PFL benefits if the claim is ultimately approved. The University will not file a claim on an employee's behalf. In addition, an employee will not receive any PFL benefits until the claim has been fully submitted and approved by the insurance carrier. The insurance carrier has 18 days, from the date of submission, to make this decision.

An employee who is absent from work and whose PFL claim is later denied by the insurance carrier, may be authorized for leave, if eligible, under the University's other leave of absence policies.

If the employee is not eligible under any other leave of absence policy, the employee will be required to apply any accrued, unused paid time off (vacation, sick or personal time). If the employee does not have any accrued, unused paid time off, the employee's absence may be treated as unexcused and subject to the University's attendance policy.

Reminders:

- If the employee's need for leave is for an FMLA-qualifying event and the individual is an eligible employee under the FMLA, the employee must also apply for FMLA pursuant to the University's FMLA Policy.
- If an employee's need for leave qualifies under both PFL and FMLA, but the employee declines to apply for PFL benefits (despite being notified that the reason for leave is a PFL-qualifying reason), any leave taken by the employee for such reason will nevertheless be counted against the employee's PFL allotment.

Substitution of Paid Time Off

If an employee takes PFL, but would prefer to receive his/her full pay, the employee may elect to substitute a full day of paid time off (e.g., vacation, sick and personal time). In this instance, the employee is still required to file a claim with the University's insurance carrier, though the employee will not receive the PFL wage replacement benefit. Any paid time off substituted by the employee will be counted against his/her PFL allotment.

Maintenance of Health Benefits

While an employee is out of work on an approved PFL, the University will maintain the employee's health benefits as if the employee continued to be actively employed. Specifically, SBU will continue to pay its portion of the group health insurance premium (where applicable) while the employee is on PFL.

The employee will be responsible for continuing to contribute his/her portion of the health insurance premium(s) and is expected to make arrangements with the Office of Human Resources to ensure timely payment. If payment is more than 30 days late, the employee's health insurance coverage may be dropped for the duration of PFL. The University will provide 15 days' notice prior to terminating coverage.

Restoration of Employment

An employee who returns to work at the conclusion of an approved period of PFL will be restored to the same position or to a comparable position (with comparable pay, benefits and other terms and conditions of employment). If the employee has exhausted all weeks of available PFL and is still unable to return to work, the employee is no longer provided with any job restoration rights under PFL, unless other job protections apply (e.g., FMLA).

Appeal Rights

If an employee's request for PFL has been denied by the insurance carrier, the employee has the right to appeal the determination through an arbitration proceeding. Information regarding the appeal process is available from the insurance carrier.

Protection from Discrimination and Retaliation

The University will not discriminate and/or retaliate against any employee for inquiring about, applying for, or using PFL benefits. Employees who believe they have experienced discrimination and/or retaliation should immediately notify their supervisor, the Office of Human Resources or any other member of management.

Fraud

An employee who fraudulently obtains PFL, or who uses PFL in an improper manner, is subject to disciplinary action, up to and including termination.

Questions

An employee who has questions concerning PFL is encouraged to contact the Office of Human Resources for more information, clarification and/or appropriate guidance.

Vacation

Regular full-time employees with a 12-month obligation are eligible to earn and use vacation benefits upon full-time hire. The amount of vacation time earned is based on the number of fiscal years (June 1 to May 31) of full-time continuous service completed with the University as follows:

Years of Full-time Service	Vacation Allotment:
Newly hired overtime eligible employees	10 days
Overtime eligible employees after completion of 5 full fiscal years	15 days
Overtime eligible employees after completion of 10 full fiscal years	20 days
Newly hired overtime exempt employees	15 days
Overtime exempt employees after completion of 5 full fiscal years	20 days

Eligibility to move to the next level of accrual is determined as of May 31st and employees must have completed the required years of consecutive service by this date.

The vacation year is June 1 - May 31. Employees are credited with 25% of their annual vacation accrual at the beginning of each fiscal quarter. Newly hired employees receive a prorated amount for the first quarter following hire. Vacation earned in a given vacation year must be used in total by no later than August 31st of the following year, or it is forfeited.

Vacations shall be scheduled on the basis of seniority, as approved by the supervisor. It is understood that changes in scheduled vacations may be made by the University where scheduled vacations interfere with the operations of the University.

Part-time employees and full-time employees hired on a less-than-12-month work schedule are not eligible for vacation benefits. Employees who leave University employment are not paid for unused vacation accruals.

Unpaid Personal Leave

Regular full-time employees who have completed one year of University service may request an unpaid leave of absence of up to three months for personal reasons. Written requests for such leaves should be made to an employee's supervisor or department head and the director of human resources. Unpaid leave may only be approved by the designated area vice president.

Requests for leaves of absence are evaluated on an employee's length of service, type of leave, and the operating requirements of the University. However, the University retains complete and unfettered discretion with respect to granting Personal Leaves.

Extensions of leaves of absence may be requested in writing to supervisors or department heads and to the director of human resources. Leaves of absence may not extend beyond a maximum of 12 months from the original date of absence, inclusive of any FMLA or spousal military leave, within any twenty-four (24) month period. The University will make reasonable efforts to return an employee to the same or a similar job at the salary rate in effect prior to the leave, subject to any operational requirement which may exist.

During the initial three-month leave of a personal absence the University will continue health insurance coverage at the same level as active employees. The employee is responsible to pay the employee contribution to the Office of Human Resources.

Sick, PTO, personal and vacation days are not earned during unpaid personal leaves of absences, and holiday pay is not available for holidays which fall during personal leaves of absences.

As much as possible, leaves of absence should be requested with enough advance time for consideration by the University and to allow adjustments to department operations.

Approved leaves of absences taken under the Unpaid Personal Leave policy which satisfy the requirements of the Family and Medical Leave Act will run concurrently with Family and Medical leaves of absences.

Did you know?

The average full time University employee will use 36 paid leave days each year NOT including paid sick leave?

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