

This Employee Handbook, for full-time and part-time staff and administrative employees of John Carroll University, is also available at <http://www.jcu.edu/fas/hrpolicies.htm>.

This handbook applies to full-time and part-time staff and administrative employees of John Carroll University. Faculty members are covered by the provisions of the Faculty Handbook and applicable university policies. Temporary employees and student workers are expected to abide by all standards of conduct and policies stated herein. They are not, however, entitled to all the same benefits, rights, and privileges of full-time and part-time staff and administrators.

This handbook contains information you will find useful in obtaining answers to questions concerning benefits, programs, and operational policies during your employment at John Carroll University. The nature and scope of these benefits, programs, and operational policies are defined in more detail in the sections that follow. When appropriate, the university may choose to deviate from, or make exceptions to, some of the policies contained in this handbook. The university shall always have the right to modify or alter these policies on a case-by-case basis. Should these policies be modified for a particular circumstance, the university is not required to make the same modification again.

This handbook has been provided to you, as an employee of John Carroll University, as an informational guide to our Human Resource policies and is not to be regarded as a contract, express or implied. This handbook does not guarantee employment for any specific period of time. Although we hope that your employment relationship with us will be long term, either you or John Carroll University may terminate this relationship at any time, for any reason, with or without cause or notice. Please understand that no supervisor, manager or representative of John Carroll University has the authority to enter into an agreement with you that is contrary to or changes this "at will" employment relationship.

John Carroll University does not discriminate on the basis of race, color, sex, national origin, religion, age, disability, or veteran status. All policies and procedures are administered in a manner consistent with our Catholic, Jesuit identity.

The terms "John Carroll University", "JCU" and "university" are used interchangeably throughout this handbook.

This handbook supersedes any and all previous staff and administrative handbooks, work rules or unwritten policies.

This handbook has been prepared by the Office of Human Resources and approved by the vice presidents of John Carroll University. Legal counsel provided additional review.

All policies go into effect January 1, 2003.

This handbook is the property of John Carroll University and should be returned to the Office of Human Resources upon termination of employment.

The Office of Human Resources is located in Rodman Hall or can be reached at (216) 397-4976 or by email at hrdept@jcu.edu.

Issuance Date, November, 2002
Effective Date, January 1, 2003
Revised Date, March 10, 2006

A Message from our President:

Welcome, and thank you for joining John Carroll University!

You are now a member of a highly-recognized Jesuit Catholic institution with a rich tradition of excellence in higher education. The experience and skills you bring to us will play a vital role in our mutual success. Your contributions will help us continue to provide services of the highest quality to our students. It is my belief that we choose the kind of university we want. It is my hope that we will build on the great things we have done in the past, and look to improve in the areas in which we need to grow. It is my conviction that we can only do this with your help.

The information outlined in this handbook serves as a general reference guide for all of our employees. In it, you will find details of John Carroll's standards, policies and procedures, and the benefits and services available to you. We do make periodic changes in the handbook in response to the needs of our employees and/or the requirements of the university, so you will want to have your handbook nearby for future reference.

I am happy to have you as a member of our community, and encourage you to become fully involved with the lives of our students. They are here for only a few short years as they prepare themselves for lives of leadership and service. The primary mission of John Carroll University is to serve and form these students, and your work will make important impressions on them, impressions that will last a lifetime.

I wish you the best of luck and success in your position, and hope that your employment relationship with John Carroll University will be a rewarding experience for you.

Sincerely,

A handwritten signature in cursive script, reading "Robert L. Nichoff, S.J.", with a stylized flourish at the end.

Robert L. Nichoff, S.J.
President

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Welcome To John Carroll University

University Mission Statement

John Carroll is a Catholic and Jesuit University dedicated to developing women and men with the knowledge and character to lead and to serve.

John Carroll University, founded in 1886, is a privately controlled, coeducational, Catholic and Jesuit university. It provides liberal arts programs in the arts, sciences, and business at the undergraduate level, and in selected areas at the master's level. In addition, an Office of Continuing Education offers courses and programs as part of life-long learning. The University also offers its facilities and personnel to the Greater Cleveland community and provides a wide variety of special services.

As a university, John Carroll is committed to the transmission and extension of the treasury of human knowledge with the autonomy and freedom appropriate to a university. As a Catholic university, it is further committed to seek and synthesize all knowledge, including the wisdom of Christian revelation. In the search for this integration of knowledge, the university community is enriched by scholarship representing the pluralistic society in which we live. All can participate freely in the intellectual, moral and spiritual dialog necessary to the search. Within this dialog, in which theological and philosophical questions play a crucial role, students have the opportunity to develop, synthesize, and live a value system based on respect for and critical evaluation of fact; on intellectual, moral and spiritual principles which enable them to cope with new problems; and, on the sensitivity and judgment that prepare them to engage in responsible social action.

In a Jesuit university, the presence of Jesuits and others who are inspired by the vision of Saint Ignatius Loyola, founder of the Society of Jesus in 1540, is of paramount importance. This vision, which reflects the value system of the Gospels, is expressed in the *Spiritual Exercises*, the source of Jesuit life and activity. To education the Jesuit spirit brings a rationality appropriately balanced by human affection, an esteem for the individual as a unique person, training in discerning choice, openness to change, and a quest for God's greater glory in the use of this world's goods. Commitment to the values that inspired the *Exercises* promotes justice by affirming the equal dignity of all persons and seeks

balance between reliance on divine assistance and natural capacities. The effort to combine faith and culture takes on different forms at different times in Jesuit colleges and universities. Innovation, experiment, and training for social leadership are essential to the Jesuit tradition.

John Carroll University welcomes students and faculty from different religious backgrounds and value systems, in the belief that the educational environment which the University provides is one which these students and faculty may find congenial, rewarding, and enriched by their presence. Within this environment there is concern for the human and spiritual developmental needs of the students, and a deep respect for the freedom and dignity of the human person. A faculty not only professionally qualified, but also student oriented, considers excellence in interpersonal relationships as well as academic achievement among its primary goals.

The University places primary emphasis on instructional excellence. It recognizes the importance of research in teaching as well as in the development of the teacher. In keeping with its mission, the University especially encourages research that assists the various disciplines in offering solutions to the problems of faith in the modern world, social inequities, and human needs.

The commitment to excellence at John Carroll University does not imply limiting admissions to the extremely talented student only. Admission is open to all students who desire and have the potential to profit from an education suited to the student's needs as a person and talents as a member of society.

The educational experience at John Carroll University provides opportunities for the students to develop as total human persons. They should be well grounded in liberalizing, humanizing arts and sciences; proficient in the skills that lead to clear, persuasive expression; trained in the intellectual discipline necessary to pursue a subject in depth; aware of the interrelationship of all knowledge and the need for integration and synthesis; able to make a commitment to a tested scale of values and to demonstrate the self-discipline necessary to live by those values; alert to learning as a life-long process; open to change as they mature; respectful of their own culture and that of others; aware of the interdependence of all humanity; and sensitive to the need for social justice in response to current social pressures and problems.

The Jesuit Tradition

As a Jesuit university, John Carroll University draws upon the intellectual resources and educational experience of the Society of Jesus, which has operated colleges and universities for more than four centuries. Jesuits on the faculty and in the administration help impart the particular character and value of Jesuit education that make John Carroll University a unique institution in its region. In 1998, the Reverend Edward Glynn, S.J., took office as the University's 23rd president. A full-time faculty of more than 240 men and women, religious and lay, share the educational enterprise of service to its students and the community.

Historical Sketch

John Carroll University, one of 28 colleges and universities established in the United States by the Society of Jesus, was founded as St. Ignatius College in 1886. It has been in continuous operation as a degree-granting institution since that time.

In 1923 the College was renamed John Carroll University, after the first archbishop of the Catholic Church in the United States. In 1935 it was moved from its original location on the West Side of Cleveland to its present site in University Heights, a suburb 10 miles east of downtown Cleveland.

In September 1968 the University made the transition from full-time male enrollment to a fully coeducational institution as women were admitted to the College of Arts and Sciences for the first time.

Campus

More than twenty major buildings, predominantly Gothic in architecture, and sixty beautifully landscaped acres make up the Carroll campus. Thorne Acres, a 38-acre property in nearby Chardon, provides additional recreational and educational facilities. Major buildings include the Grasselli Library and its John G. and Mary Jane Breen Learning Center, the James A. Bohannon Science Center, the Dolan Center for Science and Technology, the Thomas P. O'Malley Center for Communications and Language Arts, and the D.J. Lombardo Student Center. This center includes the Little

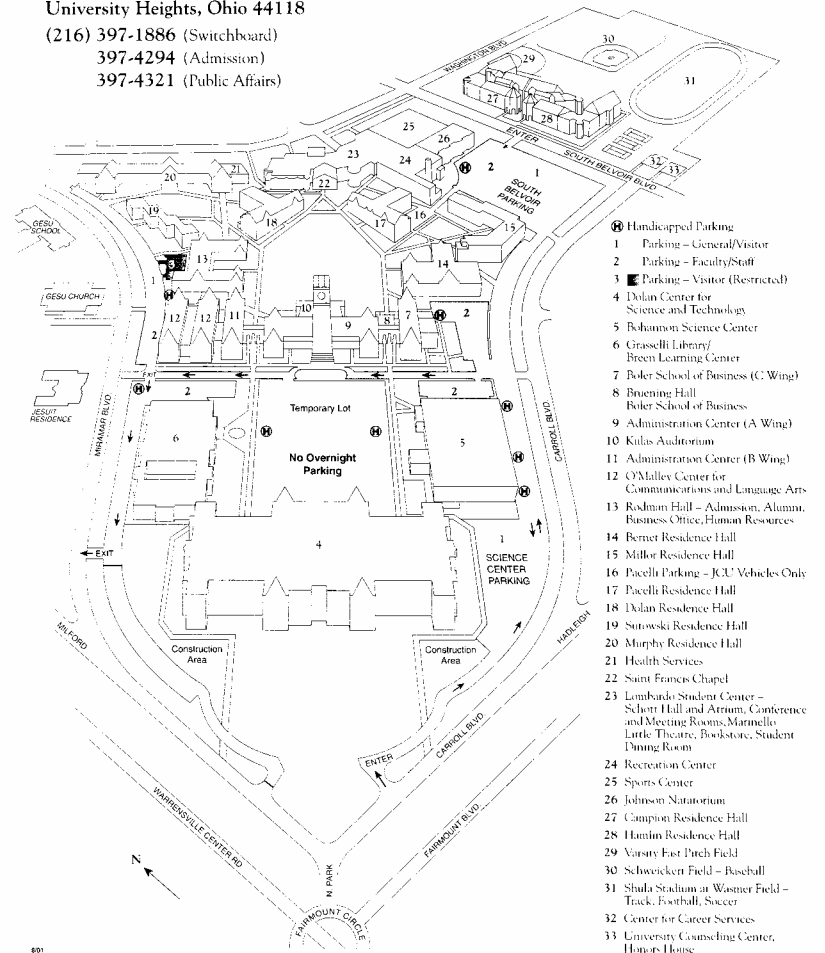
Theatre, the Harold C. Schott Dining Hall, the Inn Between, the Underground, public conference rooms, and offices for student organizations; it is also the location of the Fritzsche Religious Center containing the campus ministry offices and the Saint Francis Chapel. Indoor recreational facilities include the varsity gym, the William H. Johnson Natatorium and the Ralph Vince Fitness Center. Outdoor athletic facilities include the Don Shula Stadium at Wasmer Field and Schweickert Field.

Other major facilities are the Administration Building, the Boler School of Business, Rodman Hall and Kulas Auditorium. There are eight student residence halls.

A campus-wide computer network facilitates access to the Internet and World Wide Web as well as providing a vehicle for internal communication via email.

John Carroll University

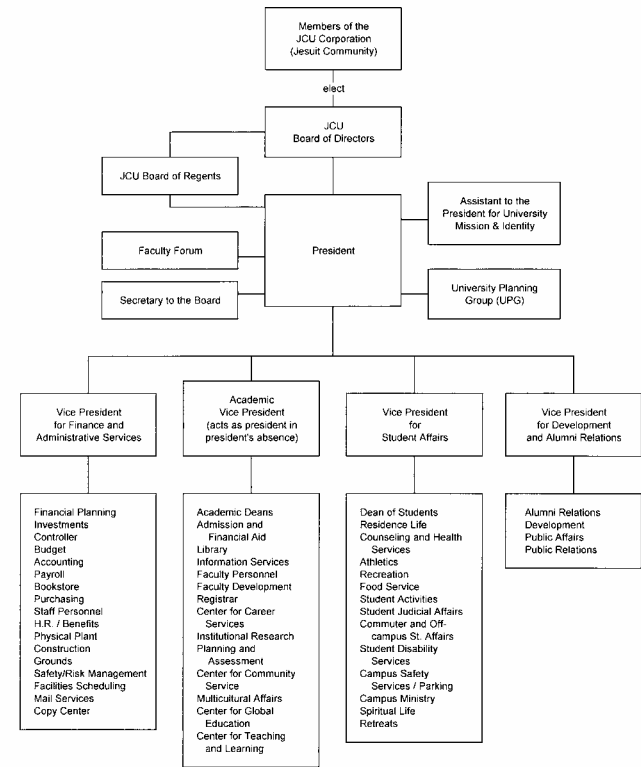
20700 North Park Boulevard
 University Heights, Ohio 44118
 (216) 397-1886 (Switchboard)
 397-4294 (Admission)
 397-4321 (Public Affairs)



- Ⓜ Handicapped Parking
- 1 Parking - General/Visitor
- 2 Parking - Faculty/Staff
- 3 Parking - Visitor (Restricted)
- 4 Dolan Center for Science and Technology
- 5 Bohannon Science Center
- 6 Grasselli Library/ Green Learning Center
- 7 Boler School of Business (C Wing)
- 8 Breuninger Hall, Boler School of Business
- 9 Administration Center (A Wing)
- 10 Kulas Auditorium
- 11 Administration Center (B Wing)
- 12 O'Malley Center for Communications and Language Arts
- 13 Rodman Hall - Admission, Alumni, Business Office, Human Resources
- 14 Berner Residence Hall
- 15 Millor Residence Hall
- 16 Paccelli Parking - JCU Vehicles Only
- 17 Paccelli Residence Hall
- 18 Dolan Residence Hall
- 19 Sotowski Residence Hall
- 20 Murphy Residence Hall
- 21 Health Services
- 22 Saint Francis Chapel
- 23 Lombardo Student Center - Schott Hall and Atrium, Conference and Meeting Rooms, Marmello Little Theatre, Bookstore, Student Dining Room
- 24 Recreation Center
- 25 Sports Center
- 26 Johnson Natatorium
- 27 Compton Residence Hall
- 28 Hamlin Residence Hall
- 29 Varsity East Pitch Field
- 30 Schweickert Field - Baseball
- 31 Shula Stadium at Wasner Field - Track, Football, Soccer
- 32 Center for Career Services
- 33 University Counseling Center, Hours House

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JOHN CARROLL UNIVERSITY BASIC ORGANIZATION



SOURCE: Office of Institutional Research

Updated September, 2002

Academic Divisions

The university maintains three major academic divisions: the College of Arts and Sciences, the John M. and Mary Jo Boler School of Business, and the Graduate School. There is, in addition, an Office of Continuing Education which offers non-credit courses, workshops, and special programs. Enrollment for credit ranges from 4,300 to 4,700 students. In 2001-2002 the graduation rate for freshmen who entered the university in 1996 on a full-time basis was 75.0%.

Degree programs are offered in more than thirty major fields of the arts, social sciences, natural sciences, and business. They include curricula for preprofessional study in medicine, law, dentistry, engineering, and teaching. A wide range of courses are available in day, evening, and summer sessions.

Accreditation

John Carroll University is accredited by The Higher Learning Commission and is a member of the North Central Association, <http://www.ncahigherlearningcommission.org>. It is likewise approved by the Ohio State Department of Education and accredited by the National Council for Accreditation for Teacher Education for the preparation of elementary and secondary school teachers, counselors, school psychologists, principals, and supervisors with the master's degree as the highest degree approved. The School Psychology program is approved by the National Association of School Psychologists. The Boler School of Business and the undergraduate program in Accountancy are accredited by the Association to Advance Collegiate Schools of Business–International (AACSB). The Community Counseling program is approved by the State of Ohio Counselor and Social Worker Board and accredited by the Council on Accreditation of Counseling and Related Educational Programs.

In addition to many other affiliations in specialized areas and disciplines, the university holds memberships in the Council of Graduate Schools, the Midwest Association of Graduate Schools, the Association of Graduate Schools in Catholic Colleges and Universities, the Ohio College Association, the Association of American Colleges, the Association of Jesuit Colleges and Universities, the National Catholic Educational Association, the American Assembly of Collegiate Schools of Business, the

American Council on Education, the Association of Independent Colleges and Universities of Ohio, the American Association of Collegiate Registrars and Admissions Officers, the Association of College Admissions Counselors, and the American Schools of Oriental Research.

Affiliations

Through several administrative understandings, the university has cultivated a series of institutional relationships that notably enlarge the educational opportunities it offers.

The university enjoys long-standing student exchange agreements with Sophia University in Tokyo and with Nanzan University in Nagoya, Japan.

In China, the university is a member of the consortium of American Jesuit Colleges and Universities that supports The Beijing Program for undergraduate study abroad.

Through a cooperative agreement between the university and the Instituto Tecnológico y de Estudios Superiores de Monterrey, Spanish Studies sponsors a summer school program in intensive Spanish in Mexico.

A cooperative program with the Loyola Rome Center of Liberal Arts, a unit of Loyola University in Chicago, permits a limited number of John Carroll students to enroll for one or two semesters of study in Europe without interrupting their normal progress toward a degree. Similar programs provide opportunities for study in Japan.

As a member of the Northeast Ohio Council on Higher Education, John Carroll University participates in cross-registration opportunities offered to students of all colleges and universities in the Cleveland area.

In cooperation with the Catholic Diocese of Cleveland, the university provides the academic component of the formation program for college-level seminarians of the Diocese.

In cooperation with Case Western Reserve University of Cleveland and with Washington University of St. Louis, the natural science

departments provide a five-year joint dual-degree program by which students may receive a bachelor's degree from John Carroll University as well as a bachelor of engineering degree from the cooperating university. Similar dual-degree programs culminate in a doctor of nursing degree, or in medical or dental degrees.

John Carroll University is affiliated with The Washington Center, which provides internships and academic seminars in Washington, D.C. This affiliation gives students the opportunity to live, work, and study full time there while receiving a semester of academic credit from John Carroll.

General Policies and Services

Bookstore

The John Carroll University Bookstore is located in the D.J. Lombardo Student Center Atrium. It offers JCU clothing and gifts, required texts for classes, educational materials and other items. The bookstore offers eligible employees a 10% discount on clothing, gifts, school supplies, stationery, greeting cards and general books. Overnight photo developing is also available. Check with the Bookstore for current photo developing guidelines.

Campus Safety Services

Campus Safety Services (CSS) is responsible for providing a safe campus environment by detecting/reporting criminal activity or safety hazards and coordinating police, fire and emergency medical/first aid. These include providing:

- A 24 hour-a-day, year-round campus escort service
- Enforcement of parking and traffic regulations on campus
- Enforcement of state/local ordinances and university regulations within the university's jurisdiction

Both crime and campus safety are concerns of the entire university community. Campus Safety Services alone cannot address these problems and the department strives to obtain active cooperation and assistance from all members of the university community. Staff members should keep their office areas locked and personal belongings secured when unattended. In the event of a medical or police emergency, first dial 9-911, then contact CSS at (216) 397-4600 so they can escort the police or paramedics to the emergency site.

There are red courtesy telephones located throughout the university, in addition to telephones located in offices and classrooms. If you use the red courtesy telephone, you will only need to dial x4600 to be rapidly connected with CSS personnel.

Lost and Found

JCU's Lost and Found is located in the CSS office (in the lower level of the D.J. Lombardo Student Center, Room 14). Found items may be turned in to the CSS office during normal business hours or

to any officer when the office is closed. Lost items that have been found may be claimed during normal office hours. After hours, inquiries about lost items may be made by calling Campus Safety Services at (216) 397-4600. Found items are held for 90 days.

Parking

As is the case on many college campuses, parking at John Carroll University can be challenging. Employees are asked to park in areas designated for faculty/staff or open parking. In order to maximize available parking, please park between the yellow lines. Avoid areas that are striped for emergency vehicle access or areas that are for handicapped or designated for reserved access. Complete rules and regulations, along with a map showing designated parking areas, are available at the CSS office or campus gates. Please note that parking regulations are strictly enforced and vehicles that are illegally parked may be towed.

Shuttle Lot

Campus Safety Services is responsible for operating the shuttle service. Directions to the shuttle lot and current hours of operation are available at the gatehouse located at the South Belvoir entrance to campus. This gatehouse is staffed 24 hours a day, seven days a week. The CSS office can also provide directions to the university's shuttle lot.

Carroll Card

The Carroll Card is the official John Carroll University identification card. Used in conjunction with an on-line computer system, the card provides employees and students with convenient and dependable services at John Carroll. The Carroll Card should be safeguarded in a manner similar to cash.

The Carroll Card is the property of John Carroll University. It provides access for members of the university community to many campus services, including check-cashing privileges, use of Grasselli Library's services, Express Dollars, and access to the Recreation Center. The Carroll Card is to be presented when identification is required by Campus Safety Services. Lost or stolen Carroll Cards should be reported to the Carroll Card office or to Campus Safety Services immediately in order to deactivate the

lost card. A replacement card can be obtained from the Carroll Card office anytime during business hours at a cost of \$25 (payment can be made with cash or a check payable to John Carroll University).

For more information on the card, call the Carroll Card Office at (216) 397-4961 or visit the office located in the D.J. Lombardo Student Center, Room 201E. The Carroll Card Office is open Monday through Friday 8:30 A.M. - 12:00 noon and 1:00 P.M. - 5:00 P.M. Information may also be found on the web at <http://www.jcu.edu/business/campuscard/index.htm>.

Cashier Services

Employees may cash personal checks (up to \$50) at the Cashier's Office upon presentation of a valid Carroll Card. The university cashiers are located in the Student Service Center (lower level of the Administration Building, Room 37). Payroll and third party checks will not be cashed. Employees will be assessed a service charge in the event a check is returned due to insufficient funds.

Credit Union

Upon employment, full-time John Carroll University employees may join The Ohio Educational Credit Union, Inc. (OECU), a member-owned, not-for-profit financial cooperative dedicated to providing quality financial products and services to its members.

Some of the OECU benefits are checking and savings accounts (including retirement, money market, holiday club, and vacation accounts), investment opportunities, competitive loans, traveler's checks, money orders, and U.S. Savings Bonds. OECU also partners with rental car sales to offer late model used cars at attractive prices, often with special loan rates. Once employees join the credit union, they will be sent information about car sales. Employees can authorize deposits or payments to be made to the credit union through payroll deduction. After one year of continuous full-time service, employees are eligible for a subsidized loan through the credit union.

OECU's main office is located at 2554 East 22nd Street, Cleveland, Ohio and can be reached by phone at (216) 621-6296 or (800) 552-6328. They also have offices in Zanesville, Fairview Park, and Oberlin, as well as at Cleveland State University. Membership applications as well as credit union brochures may be obtained from the Office of Human Resources.

Dining Services

John Carroll University contracts with Parkhurst Dining Services to provide food service to the university community. All employees are welcome to dine in the Student Dining Room for a nominal fee.

The Faculty Dining Room is also open to all employees, as is the Inn Between and the Barista Coffee Shop. These dining facilities are located in the D.J. Lombardo Student Center, lower level. There is also a staff lounge located in the Administration Building, Room 04. The Garden Café is located in the Administration Building, lower level. Hours of operation for each facility are listed in the back section of the university's calendar, available through the Student Service Center located in the Administration Building, or through the Public Affairs Department, located in Rodman Hall.

In addition to the food service provided by Parkhurst, John Carroll University has made the Great Room located in Rodman Hall, 3rd floor, meeting room B, available to employees who wish to bring their lunches to campus and meet with colleagues in an informal atmosphere. The Great Room is available from 11:30 A.M. - 1:30 P.M. for this purpose. If planned meetings interfere with the lunch schedule, a notice will be made in advance, either on the web or through a posting in the Great Room. Those who utilize the Great Room for this purpose are expected to keep the room clean.

Express Dollars

Through Parkhurst Dining Services, employees may obtain a prepaid account that acts like a debit card for purchase of meals and snacks on campus. Call Parkhurst Dining Services at (216) 397-4552 to request an Express Dollars application form or to order Express Dollars using a credit card. Employees will need a social security number when placing an order. You may also stop at the Parkhurst Dining Service office, located in the Underground,

Monday through Friday, between 8:00 A.M. - 3:30 P.M. to open or add to an Express Dollars account with cash, check or a credit card.

Employee Purchases

Computer Purchases

John Carroll University will help full-time employees to purchase computer equipment through a 12-month payroll deduction plan. The main goal of this plan, called the Employee Computer Purchase Assistance Program, is to ease the initial financial burden of obtaining a home computer system. Employees interested in taking advantage of this program must complete a Request for Personal Computer Purchase form from the Purchasing Department and submit it, along with a quote for the computer the employee wishes to purchase. Purchasing will review the form for completeness and submit it to the Vice President for Finance and Administrative Services for approval. Once approved, employees will purchase the computer equipment directly and submit the invoice to the Purchasing Department. The employee will be reimbursed for the purchase and the John Carroll University Payroll Office will be notified to begin payroll deductions.

Personal Purchases

Employees are expected to make personal purchases with their own funds. No personal purchases are permitted, either via purchase order, check request or a university-sponsored credit card. In addition, no employee may use the university's name or present him/herself as an agent of the university when making personal purchases.

Facilities Scheduling

JCU's facilities are available for university-sponsored events on a first-come, first-serve basis. Individuals planning lectures, workshops, colloquia, etc. should begin by calling the Facilities Scheduling Office at (216) 397-1500 as soon as possible. JCU facilities are heavily used and may require scheduling well in advance of the actual date of the event. Please note that a facilities request form must be filed before a room reservation is considered confirmed. In the absence of a facilities request form, the reservation may be cancelled and the room scheduled for another

use. If the event being planned is expected to draw a large crowd, contact Campus Safety Services.

Library Privileges

Grasselli Library offers JCU employees complete borrowing privileges of books, periodicals and audio and video materials. Employees may also participate in the inter-library loan program, and can access OhioLink. The Carroll Card (employee ID card) acts as a library card.

Recreational Facilities

JCU's recreational facilities are available for use by staff and administrators, subject to availability. These facilities include an indoor banked track; basketball, racquetball and handball courts; the Ralph Vince Fitness Center (with Cybex and free weight equipment, stairmasters, life cycles, tread mills, rowing machines and climbers) and the William H. Johnson Natatorium. Outdoor facilities include tennis courts, soccer and baseball fields, a football practice field and an all-weather running track. The recreation department offers over 20 intramural activities and over 10 fitness/dance programs free of charge to faculty, staff and administrators. Facilities that support organized student sports are unavailable during the times that the sports are scheduled.

Tickets/Discounts

NCAA Division III intercollegiate athletics on JCU's campus provide opportunities for athletic competition for over 600 male and female athletes in 21 sports, including basketball, baseball and softball, cross country/track and field, football, golf, soccer, swimming and diving, tennis, volleyball, and wrestling. Schedules may be obtained through the Athletic Department, located in the Don Shula Sports Center. Eligible employees may gain free admission to sporting events by calling the Athletic Department at (216) 397-1663 to obtain tickets in advance, or by showing their Carroll Card at the gate.

In addition to tickets to athletic events, JCU employees are eligible for a discount on tickets to plays sponsored by the Department of Communications. In order to receive this discount, tickets must be

reserved in advance by calling the JCU Box Office and Ticket Reservation Line at (216) 397-4428.

Employment Policies

Affirmative Action/Equal Employment Opportunity

John Carroll University is committed to the policies of affirmative action and promoting diversity in the workplace. This includes a pledge to emphasize the recruitment of women and minorities to fill vacant, exempt and non-exempt positions. Also, the university will monitor human resources activities to ensure that the university's equal opportunity and affirmative action policies and philosophies are being carried out.

To provide equal employment and advancement opportunities to all individuals, employment decisions at the university are based on merit, qualifications and abilities. The university does not discriminate in employment opportunities or practices on the basis of race, color, sex, national origin, religion, age, disability, or veteran status.

The university will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the university. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor or the Office of Human Resources. Employees may raise concerns and make reports without fear of reprisal.

Engaging in any type of unlawful discrimination or harassment of another employee, non-employee, contractor, or visitor will be cause for administrative counseling, up to and including termination of employment.

If at any time, employees have questions regarding the university's Affirmative Action or Equal Employment Opportunity policies; please direct them to a supervisor or to the Office of Human Resources.

Employee Records and Information

John Carroll University maintains a personnel file for each employee. The personnel file includes such information as job application, resume, record of training, documentation of performance evaluations, salary increases, and other employment records. Employees should report any changes in address, phone number, emergency contacts, marital status, dependents, etc., to the Office of Human Resources to enable them to keep the personnel records up to date.

Personnel files are the property of the university, and access to the information they contain is restricted. Generally, only supervisors and management personnel who have a business reason to review information in a file are allowed to do so.

In the event that an employee wishes to schedule an appointment to review a personnel file, submit a request in writing to the Office of Human Resources.

Employment of Relatives

A member of an employee's immediate family will be considered for employment by the university, provided the applicant possesses all the qualifications for employment. An immediate family member may not be hired, however, if such employment would:

- a) Create either a direct or indirect supervisor/subordinate relationship with a family member, or
- b) Create either an actual conflict of interest or the appearance of a conflict of interest.

These criteria will also be considered when assigning, transferring, or promoting an employee. For purposes of this policy, "immediate family" includes: the employee's spouse, brother, sister, parents, children, stepchildren, father-in-law, mother-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee's household.

Employees who marry or become members of the same household may continue employment as long as there is not:

- a) A direct or indirect supervisor/subordinate relationship between such employees, or
- b) An actual conflict of interest or the appearance of a conflict of interest.

Should one of the above situations occur, the university will attempt to find a suitable position within the university, to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.

Employment Verifications

All employment verification inquiries received from third parties are to be referred to the Office of Human Resources, the office authorized to respond. Responses will be limited to dates of employment and positions held. Salary information may be released by the Office of Human Resources upon written authorization from the employee.

Employment-at-Will

This handbook is intended for informational purposes only. All employees who do not have a separate, individual, written employment contract with the university, for a specific, fixed term of employment, are employed at the will of the university.

1. At the time of hire, employees who do not have a separate, individual, written employment contract, are required to sign a written statement acknowledging that they are employed at-will by the university and are subject to termination at any time, with or without notice or cause. At the same time, such employee may terminate his/her employment at any time, with or without cause or notice.
2. No university representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, contrary to this policy.
3. This policy may not be modified by any statements contained in this handbook or any other employee handbooks, employment applications, university recruiting materials, university

memorandums, or other materials provided to applicants and employees in connection with their employment. None of these documents, whether singly or combined, are to create an expressed or implied contract concerning any terms or conditions of employment. Similarly, university policies and practices with respect to any matter are not to be considered as creating any contractual obligation on the university's part or as stating in any way that termination will occur only for "just cause." Statements of specific grounds for termination set forth in this handbook or in any other university documents are examples only, not all-inclusive lists, and are not intended to restrict the university's right to terminate at-will.

Exit Interviews

Exit interviews with the Office of Human Resources are normally scheduled for employees who leave the university. Employees are urged to provide comments and suggestions on an exit interview form that serves to help improve future university and employee relations as well as to provide information to exiting employees regarding their final paychecks, benefits, etc. The employee's responses and suggestions are held in strict confidence.

Hiring Policy

It is the policy of the university to be an equal opportunity employer and to hire individuals solely upon the basis of their qualifications for the job to be filled.

Former employees who left the university in good standing may be considered for re-employment. For employees re-hired, eligibility for benefits parallels that of new hires. Former employees who were dismissed for cause may not be considered for re-employment. Employees who retire may be eligible, in certain circumstances, to be considered for re-hire.

Immigration Law Compliance

John Carroll University employs only United States citizens, permanent residents, or other individuals who are authorized to work in the United States. The university complies with the rules and regulations of the Immigration Reform and Control Act of 1986 and with the Immigration Act of 1990. All employees must provide proof of identity (i.e., visa, passport, drivers license, social security card, birth certificate) and eligibility within 72 hours of their first workday. To retain employment status, only employees on time restricted status must provide proof of continued eligibility no later than 72 hours after their work eligibility expiration date.

Job Postings

When applicable, job openings will be posted by the Office of Human Resources. Notices of such openings will be posted on all bulletin boards, as well as the John Carroll University website located at <http://www.jcu.edu/fas/jobs.htm>.

Media Inquiries

To ensure that John Carroll University maintains the appropriate public image and that communications to the media (i.e., newspapers, television, radio, periodicals, web) are accurate and in line with applicable university policy, contacts from the media should be referred to Public Affairs at (216) 397-4321. The Public Affairs department will discuss the story with the inquiring reporter, determine whether or not confidentiality issues are involved, and contact the appropriate “experts” on campus to respond to the story/reporter/news item.

Should a member of the university contact or be contacted by the media, the Public Affairs office asks that a copy of the news story that is ultimately printed be sent to our office for record keeping purposes. If the medium is television or radio, the Public Affairs office asks that we receive a call prior to the story running so that we can watch or listen to it.

Medical Examinations

Some positions may require the applicant to undergo a pre-employment medical examination that is conducted by a physician designated by John Carroll University. Any offer of employment that an applicant receives from John Carroll University is contingent upon, among other things, satisfactory completion of this examination and a determination by the university and its examining physicians that the applicant is capable of performing the essential functions and duties of the position that has been offered.

As a condition of continued employment, any university employee may be required to undergo periodic medical examinations to certify their “fit-for-duty” status. John Carroll University generally pays in full for medical examinations required by the university.

An employee who is absent from work for three (3) or more consecutive days for medical reasons may be required to present a “release to work” notice signed by the attending physician, or undergo an examination by a physician of the university’s choice. This enables the university to determine fitness to perform job duties before the employee resumes active employment.

Questions about required medical examinations should be directed to the department supervisor or the Office of Human Resources.

Outside Employment and Activities

The university recognizes and supports employee’s involvement with their families, outside activities in their communities, educational pursuits, and recreation. However, employees should manage their time so that such activities do not interfere with their work performance.

The university discourages but does not prohibit “moonlighting” (holding a second outside job). However, it does require that there be no conflict of interest involved. In addition, the second job cannot interfere with the employee’s scheduled work hours and work performance.

Performance Reviews

To ensure that employees perform their jobs to the best of their ability, it is important that they be recognized for good performance and receive appropriate guidance for improvement when necessary. Consistent with this goal, performance will be evaluated by each employee's superior on an on-going basis. Employees will also receive periodic written evaluations of their performance to determine their level of performance, provide recognition for good performance, indicate areas in which improvement in work performance is needed, and provide an opportunity to discuss with their supervisor any concerns regarding performance. Performance will be rated by the supervisor and discussed with each employee. After the supervisor reviews the performance ratings, the employee may comment regarding the evaluation and the employee's signature will be recorded on the appraisal form. Employee evaluations will normally occur before the end of June each year.

All written performance reviews are based on overall performance in relation to job responsibilities, and also take into account conduct, work behavior and record of attendance and tardiness.

In addition to the regular performance evaluations described above, special written performance evaluations may be conducted by the supervisor at any time to advise of the existence of performance or disciplinary problems.

Professional Development Programs

Because professional development is beneficial to both the employee and the university, the university strives to support the development of its employees.

Computer training courses are available on a regular basis through the Office of Human Resources. Course information and registration are listed each semester and can be accessed at <http://www.jcu.edu/hr/training/registration.htm>. Courses are offered to all university employees and require supervisor's approval prior to registration.

Tuition remission provides staff members with the opportunity to take university courses (see section in Benefits on page 39).

Transfers and Promotions

Whenever an opening is created or becomes available, employees may apply for a transfer or promotion if the following requirements are met:

1. Employee must meet the minimum hiring specifications for the position and be in good standing in terms of their overall work record.
2. To be eligible for transfer, the employee must have been in their current position for twelve (12) continuous months unless they wish to transfer within their own department. Exceptions need approval from the division vice president and the Office of Human Resources.
3. Should the employee decide to apply for the new position, they must then advise their immediate supervisor of their interest, in order to be considered for the position.
4. The Office of Human Resources will screen internal candidates the same as they would for any outside applicant.
5. If the employee is qualified, the Office of Human Resources will advise the hiring supervisor of the employee's interest in being considered for the position.
6. The supervisor will then interview all qualified internal candidates. The final decision as to who is the best candidate for the position will be made by the supervisor in conjunction with the Office of Human Resources.
7. If an employee from within the university is chosen, it is agreed that the employee may not make the transfer until someone is found to replace him/her (a maximum of three [3] weeks).
8. If a transfer is made within the same job category, there will be no change in salary.

If an employee wishes to transfer to a job category in which the salary is higher than the employee is currently earning, and the

employee is transferred, it will be considered a promotion. Any salary increase due to promotion during the year will be submitted to the Director of Human Resources for review at the time of the promotion for approval.

If an employee wishes to transfer to a job category in which the salary is less than the employee is currently earning and the employee is transferred, the employee's salary will be decreased accordingly.

Whenever possible, the university will promote from within. Transfers and promotions may occur without outside solicitation with approval of the division vice president and the Office of Human Resources.

Normally, employees who are promoted or transferred will have benefits and service credit carried over from their previous position. Part-time service does not transfer.

Compensation/Pay Policies

Categories of Employment

Jobs at the university are categorized for purposes of salary and benefits administration and to generate information and reports on particular job groups and job responsibilities. Jobs are categorized as either “exempt” or “non-exempt” based on regulations established by the Fair Labor Standards Act. This act establishes minimum wage and salary criteria and defines whether or not a job is entitled to overtime compensation.

If a position is categorized *non-exempt*, pay is calculated on an hourly basis. Non-exempt positions are entitled to overtime pay, which is calculated at one and one-half times the regular hourly rate for all hours worked beyond 40 in a workweek.

Exempt jobs are exempt from the overtime provisions of the Fair Labor Standards Act. Employees in exempt jobs are paid a fixed salary for all hours worked. Exempt employees are not entitled to overtime pay.

Generally, staff positions are considered to be non-exempt and administrative positions to be exempt.

JOHN CARROLL UNIVERSITY
PROPOSAL FOR THE NEW STAFF CLASSIFICATION SYSTEM

| STAFF CATEGORIES LEVELS, and STEPS | General Office Category A | Junior Clerk or Secretary Category B | Intermediate Clerk or Secretary Category C | Senior Clerk or Secretary Category D | Administrative Clerk or Secretary Category E | Executive Assistant Clerk or Secretary Category F |
|--|--|---|--|--|---|--|
| Entry Level Step 1 0 to 1 years of experience | Duties and tasks are simple and repetitive. Works under direct supervision | Applies and develops basic skills appropriate to area. Works under direct supervision | Applies some advanced skills appropriate to area. Moderate supervision | Performs advanced functions appropriate to area. Limited supervision | Ability to handle all procedures appropriate to area. Minimal supervision | Applies advanced skills. Can resolve all questions and problems. Discretionary supervision |
| Secondary Level Steps 2-4 2 to 4 years of experience | Assists in more advanced functions. Moderate supervision decreasing over time | Applies some advanced skills appropriate to area. Moderate supervision decreasing over time | Assists in more advanced functions appropriate to area. Limited supervision | Ability to handle all procedures appropriate to area. Minimal supervision | Applies advanced skills. Can resolve all questions and problems. Discretionary supervision | Duties and tasks reflect substantial variety and complexity. Skill level is impeccable in all areas. |
| Middle Level Step 5 Minimum 4 years of experience | Independently performs more advanced functions. Limited supervision | Assists in more advanced functions appropriate to area. Limited supervision | Ability to handle all procedures appropriate to area. Minimal supervision | Applies advanced skills. Can resolve all questions and problems. Discretionary supervision | Duties and tasks reflect substantial variety and complexity. Skill level increases. | Duties are at the discretion of the supervisor with concurrence by the President. |
| Upper Level Steps 6-8 Minimum 5 years of experience | Duties reflect some decision-making. Minimal supervision | Ability to handle all procedures appropriate to area. Minimal supervision | Duties and tasks are varied most questions and problems. Discretionary supervision | Duties and tasks reflect substantial variety and complexity. Skill level increases. Discretionary supervision | Duties are at the discretion of the supervisor with concurrence by the Vice President. | Duties are at the discretion of the supervisor with concurrence by the President. |
| Specialist Level Steps 9-10 10+ years of experience | Ability to handle all procedures appropriate to area. Discretionary supervision | Duties and tasks are varied and moderately complex. Can resolve most questions and problems. Discretionary supervision | Duties and tasks reflect substantial variety and complexity. Skill level increases. Discretionary supervision | Duties are at the discretion of the supervisor with concurrence by the area Vice President. | Duties are at the discretion of the supervisor with concurrence by the area Vice President. | Duties are at the discretion of the supervisor with concurrence by the President. |

Compensatory Time

Employees who are non-exempt and required to work extra hours on a given workday may be permitted to take compensatory time off within the *same pay period*. Any compensatory time accrued after 40 hours will apply at a rate of 1 ½ times the amount of overtime worked during a workweek (see Work Hours and Schedules on page 32). Time off in lieu of overtime pay, taken within the same pay period, must have the advance approval of the employee's supervisor. The supervisor must monitor the situation to make sure that the employee has been properly compensated for the amount of overtime actually performed.

Exempt employees are exempt from the overtime provisions of the Fair Labor Standards Act. Exempt positions may enjoy greater scheduling flexibility than is true for hourly-paid positions, but compensatory time for hours worked beyond 40 in a week is generally not appropriate.

Garnishments

If served with a legal instrument for the collection of an employee's debt, the university will comply with all court orders and will withhold the appropriate amount as prescribed by law.

Job Classification

For pay administration and determining eligibility for overtime payments and employee benefits, John Carroll University classifies employees, based on their job, as follows:

1. *Full-time staff*: Hourly employees regularly scheduled to work 37.5 to 40.0 hours per week. Full-time staff employees are considered to be non-exempt. Non-exempt employees are required to be paid overtime at the rate of one-and-one-half times their regular rate of pay for all hours worked beyond 40 hours in a work week, in accordance with applicable federal and state wage and hour laws.
2. *Part-time staff*: Hourly employees regularly scheduled for less than 37.5 hours per week. Part-time staff employees are considered to be non-exempt.

3. *Administrative:* Employees who are considered to be exempt. In other words, administrative employees are not required to be paid overtime, in accordance with applicable federal and state wage and hour laws, for work performed beyond forty hours a week. Administrative employees may or may not have supervisory responsibilities.

Employees will be informed of their initial employment classification during their new hire orientation session. If an employee changes positions as a result of a promotion, transfer, or other reason, she/he will be informed of any change in classification and exemption status (i.e., exempt vs. non-exempt). Questions regarding this should be directed to supervisors.

Meal Periods

Most full-time employees are eligible for an unpaid meal period (normally from 12:00 noon - 1:00 P.M.) each workday, not to exceed 60 minutes. Supervisors may schedule meal periods to meet operating and coverage needs. Employees are expected not to exceed the scheduled lunch period. Regularly exceeding the time allotted may lead to corrective counseling.

Overtime

Projects and priorities may require extra work beyond normal working hours. Supervisors determine when overtime is necessary and must authorize any overtime work in advance of the work being performed.

Non-exempt employees receive compensation for hours worked and authorized overtime work as follows:

1. straight time (i.e., regular hourly rate of pay) for all hours worked up to forty hours in any given work week;
2. one and one-half times the regular hourly rate of pay for all hours worked beyond forty hours in any given work week.

Any paid leave hours including holiday, vacation, and sick hours, are not considered hours worked and are not included in the overtime calculation.

The department supervisor will attempt to provide reasonable notice when the need for overtime work arises. However, advance notice may not always be possible.

Paycheck Deductions

Employees may elect to have paycheck deductions for many purposes including, but not limited to, credit union savings, insurance contributions and university-sponsored donations to such organizations as the United Way Campaign.

The university may deduct amounts for obligations owed to the university such as unpaid fines, personal checks returned for insufficient funds, cash advances and legally imposed levies and garnishments made against the employee's salary. Questions about garnishments and levies should be directed to the Payroll Office or the Office of Human Resources.

The dollar amount and type of any paycheck deduction will be listed on the paycheck stub.

Paychecks/Paydays

Non-exempt employees of the university are paid on a bi-weekly basis, with a normal payday on the Friday immediately following the end of the pay period. Exempt employees are paid on a monthly basis, with a normal payday on the last working day of the month within the monthly pay period. If a normal payday falls on a university holiday, and the university holiday is also a bank holiday (i.e. banks are closed), the payday will be moved to the first preceding bank workday (i.e. banks are open). The Payroll Office will annually publish a schedule of paydays for exempt and non-exempt employees.

Federal income tax, social security, state and local taxes, deductions for various benefit options, and any other itemized deductions are shown on the paycheck stub.

Direct deposit, offering convenience and security of funds, is strongly encouraged. If a check or direct deposit stub is not received on payday, the employee should notify his/her supervisor,

who in turn will notify the Payroll Office to resolve the issue. Lost or stolen checks should be reported to the Payroll Office as well.

Tax Withholding

The university is required to withhold tax and to report taxable income according to the requirements of federal, state, and local government agencies and the Social Security Administration. All employees are required to complete appropriate tax information forms prior to inclusion in the payroll system. Revised tax forms are required whenever the employee's tax status, geographical location of employment, or number of allowable exemptions changes. Forms are available in the Office of Human Resources or on the web at <http://www.jcu.edu/fas/hrforms.htm>.

Current and year-to-date tax totals are shown on each pay stub. Calendar year totals are provided on Form W-2 and issued to employees in January of the subsequent year. Contact the Payroll Office for additional information.

Time and Attendance Records

It is the policy of the university to comply with applicable laws that require records to be maintained of the hours worked by non-exempt employees. To ensure that accurate records are kept of the hours actually worked (including overtime hours where applicable) and of the accrued leave time taken, and to ensure payment in a timely manner, non-exempt staff members are required to document this information on a timesheet either manually or electronically. The supervisor will resolve discrepancies, sign the time report, and submit to the Payroll Office for processing.

Actual hours worked and leave time taken must be recorded accurately. Falsification of time worked or leave time taken by an employee or his/her supervisor is a breach of university policy and is grounds for corrective counseling, up to and including termination.

Unemployment Compensation

Most university employees are covered by the Ohio Unemployment Compensation Act. Under the provisions of this law, employees of the university who become totally or partially unemployed and who

meet the eligibility requirements as set forth in the law may receive unemployment compensation.

Work Hours and Schedules

Work hours and schedules vary throughout the university depending upon the services provided. As part of orientation, employees and supervisors should discuss the normal work schedule requirements.

Supervisors are responsible for establishing and informing employees of specific work schedules, including start times, lunch schedules, and normal ending times. When the work schedule must be changed, supervisors will give as much advance notice as possible so employees can make personal arrangements to meet the new scheduling requirements.

The operating requirements of the department must be the primary consideration in establishing work schedules and requiring overtime.

The normal payroll workweek is from Monday through Friday, and consists of 37.5 hours per week. The normal workday is 7.5 hours of work time. The regular university office hours are Monday through Friday, from 8:30 A.M. - 5:00 P.M. with up to a one hour unpaid meal period (normally 12:00 noon - 1:00 P.M.). Certain departments operate or remain open during lunch or at times other than the regular university office hours. Employees will be notified by their supervisors of their scheduled work hours and any changes to that schedule.

Rest Periods and Breaks

Rest periods are intended to give non-exempt employees a chance to renew their attention and energy after working for an extensive period, to insure they can remain productive and efficient in performing assigned tasks.

- *Non-exempt employees who work a full day are allowed two rest periods of 15-minutes each – one in the morning and one in the afternoon.*
- *If necessary, supervisors will schedule staggered rest periods to maintain uninterrupted departmental service.*

- *Some jobs do not require or lend themselves to scheduling breaks since work can be accomplished in a flexible manner.*
- *Operating requirements of the department may require supervisors to temporarily suspend scheduled breaks.*

Rest breaks may not be used to offset a late arrival or early departure; they are not accumulative and may not be taken during the first and last hours of work nor to extend the lunch hour.

Benefits

About Your Benefits

John Carroll University offers comprehensive benefit plans, including medical, life insurance, long-term disability income protection, vision, dental, accidental death and dismemberment, a flexible spending plan for medical and dependent care, and tax-deferred annuities/mutual fund options (retirement).

This handbook includes only a general outline of the benefits available. A detailed fringe benefit package is given to each new full-time employee at the time of their hire. This package provides a further description of each insurance plan. Information concerning each plan may be found in the appropriate Summary Plan Description available through the Office of Human Resources. All conditions of coverage are governed by a plan document. The plan document for each benefit plan is maintained in the Office of Human Resources. The university reserves the right to change the structure of the benefit plan, including eligibility, at any time.

The Office of Human Resources is responsible for verifying benefits eligibility and for scheduling a benefits orientation meeting for newly hired employees.

All university benefits and leaves that operate on accrual basis (i.e., vacation, holidays, and paid sick time) stop accruing during an unpaid leave of absence.

It is important for new employees to report to the Office of Human Resources as soon as possible in order to complete appropriate payroll and tax forms. Some benefits may include an initial waiting period. Details are provided in the following sections and in the fringe benefit package provided at the time of hire.

Benefits Continuation (COBRA)

John Carroll University complies with the requirements of the Consolidated Omnibus Budget Reconciliation Act (COBRA), which gives employees and qualified beneficiaries (i.e., spouse and dependent children) the opportunity to continue health insurance coverage for specified periods when a “qualifying event” occurs (i.e., termination of employment, divorce, etc.) The university will

provide a written notice of these rights under the law at such point that eligibility for coverage occurs. All employees should read and retain this important information.

Benefits Eligibility

Full-time employees are eligible for all the plans described. “Full-time” is defined as the assignment to a position budgeted for at least 37.5 hours per week on a regular continuing basis. Part-time and temporary employees are not eligible.

“Grandparent Provision” Unless a future change in benefits occurs, eligible full-time and full-time reduced hour employees starting work before January 1, 2003, will continue to receive benefits as long as they do not reduce their current work hours. The university reserves the right to change or modify any benefit, including eligibility, at any time.

Long-term disability for employees requires one year of continuous full-time service, unless proof of insurability is presented at the time of employment.

Dental Plan

John Carroll University offers a voluntary dental plan for eligible, full-time employees and their dependents. Members can elect single, two-person or family coverage. Members may choose within a wide array of dentists; limited coverage exists for out of network dentists for special circumstances.

Dependent Care Plan

The Dependent Care Plan allows eligible, full-time employees to pay for eligible child or dependent care expenses with contributions taken from their pay before taxes are withheld. Employees may elect up to \$5,000 per year. (Married persons filing separate income tax returns are limited to \$2,500.)

Flexible Spending Plan

The Flexible Spending Plan allows eligible, full-time employees to pay for eligible medical, dental and vision expenses that are not otherwise covered by insurance with contributions taken from their pay before taxes. Employees may elect an amount up to \$5,000 per year. (Married persons filing separate income tax returns are limited to \$2,500.)

Holidays

John Carroll University provides the following paid holidays each calendar year:

New Year's Day
Martin Luther King Day
Holy Thursday Afternoon
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Last workday before Christmas through the last workday before
New Year's Day

Recognized holidays that fall on a Sunday are generally observed on the following Monday. Recognized holidays that fall on a Saturday are generally observed on the preceding Friday.

All full-time employees are eligible for holiday pay. To receive holiday pay, employees must work the scheduled day before and after the holiday, unless they use approved vacation or personal time. Unusual exceptions must be approved by the division vice president and the Office of Human Resources. Full-time employees will receive their regular rate of pay for each holiday day off.

John Carroll University reserves the right to schedule work on an observed holiday. Non-exempt employees, who are not in an "alternating" holiday schedule department and are required to work on those days, will be paid time and one half for each hour worked on the recognized holiday plus regular pay for the holiday. If

scheduled to work on a holiday, part-time employees will receive their regular rate of pay.

Holidays during leave: Full-time employees away from work on unpaid leaves of absences such as sick leave, maternity leave, FMLA, personal leave or leave under the provisions of workers' compensation are not eligible for holiday pay.

Life Insurance and Accidental Death and Dismemberment (AD&D)

Full-time employees are eligible for basic life insurance and AD&D with a cost shared by the university. The amount of life insurance and AD&D is limited to twice an employees annual salary rounded to the next highest \$1,000, to a maximum of \$250,000.

Long-Term Disability

After one year of continuous employment, eligible, full-time employees may elect to enroll in long-term disability insurance, which is designed to replace a substantial portion of lost income in the event of disability. Employees covered by their previous employer under disability benefits within the past three months may enroll at the date of hire. Evidence of insurability is required. The premium for this coverage will provide 60% of an employee's monthly income (up to a maximum of \$5,000 per month).

Medical Insurance Program

John Carroll University offers a comprehensive medical insurance program for eligible, full-time employees. In addition, there is also an alternate Health Maintenance Organization (HMO) membership choice available. Employees contribute to the cost of the Plan. Rates vary by Plan and are subject to change annually at enrollment time.

Personal Time

Full-time employees are eligible for up to three (3) paid personal days per year once they have completed 90 days of continuous service. Personal days do not accumulate from year-to-year; nor will employees be compensated for unused personal days upon termination. Employees must provide supervisors with as much

advance notice as possible when requesting a personal day. When the employee's absence would seriously interfere with the operations of the department, a supervisor may refuse permission for the requested day and request the employee take the day at another time.

Retirement (TIAA-CREF)

John Carroll University participates in the Teachers Insurance and Annuity Association and College Retirement Equity Fund Pension Program (TIAA-CREF). This is a mandatory retirement plan. Enrollment is a condition of employment which requires eligible, full-time employees to contribute into the retirement plan at the attainment of age 25. Currently, employees contribute 4.5% and the university contributes 6.0% to the retirement plan.

Retirement (Wage Supplement)

Eligible full-time employees who retire at age 62 or later with five (5) or more years of continuous employment will receive an additional month's wage the month following their actual retirement date.

Sick Time/Leave (see section in Absences and Leaves on page 54)

Surviving Dependent Benefit

Eligible full-time employees with ten (10) years of continuous service who die while employed at the university are entitled to a surviving dependent's benefit. The surviving dependent will receive one year's base salary, generally paid out as an annuity over the life of the surviving dependent.

Total Disability (see section in Absences and Leaves on page 55)

Travel Insurance

Eligible full-time employees are provided with life insurance while traveling on JCU business. The benefit amount is \$200,000.

Tuition Waiver - JCU

“Grandparent Provision” Eligible full-time employees starting work before January 1, 2003, will be granted the full tuition remission as previously outlined in the Staff Handbook, effective, April 1, 1993.

Eligibility

1. Full-time employees, spouses and dependents are eligible on a graduated basis for tuition waiver when employment begins. If employed during a semester or summer session, eligibility will begin with the first full semester (or summer session) following the beginning of JCU employment. This applies to the second and third year, as well, until the employee is 100% vested (see #5 on next page). Likewise, an employee who terminates their employment during a semester or summer session, will lose their full tuition benefit for that session and will be requested to pay full tuition for the semester or summer session.
2. Graduate Assistants are eligible for tuition benefits as of their date of employment.
3. Under this policy, dependent children means those:
 - a. Working toward a degree;
 - b. 26 years of age or younger; and
 - c. financially dependent upon their full-time JCU employed parent. Financial dependence is established prima facie if the child is claimed as such on the employee’s federal income tax return. A copy of the income tax return listing the child as a dependent must be submitted to the Office of Human Resources. If a child is not claimed as a tax-dependent, eligibility for tuition waiver may be requested in writing and established as an exception. In order to qualify as an exception, a written explanation outlining the reasons must be submitted to and approved by the division vice president and the Office of Human Resources.
4. Retired employees, spouses and dependent children may be eligible for tuition waiver if:

- a. The JCU employee retired from full-time service at age 62 or older or retired because of total disability; and
 - b. the JCU employee completed at least five (5) years of full-time continuous service; and
 - c. the child(ren) meet the qualifications in paragraph 3 above.
- 5. Tuition waiver will be based on continuous years of service completed at John Carroll University:
 - a. 0 - 1 year of service = 50% tuition waived
 - b. 1 - 3 years of service = 75% tuition waived
 - c. 3 or more years of service = 100% tuition waived.
- 6. Tuition waiver will not be granted unless a completed Application for Tuition Waiver Form is submitted to the Office of Human Resources by the designated date (first day of classes) for each semester/summer session. Waiver forms are available on the following website: <http://www.jcu.edu/fas/hrforms.htm>. A waiver will not be issued if forms are submitted after the due date. Employees/students will be responsible for all charges on their accounts.
- 7. All JCU employees, spouses and dependents must complete the appropriate financial aid forms to determine federal and/or state eligibility. Tuition will not be waived to the extent that external financial aid is available. In addition, JCU tuition waivers must be reimbursed should any spouse or dependent be eligible for outside tuition remission (i.e., through an employer).

Benefits and Terms

- 1. *Tuition waiver for eligible full-time employees* is limited to two (2) courses during any one semester and one (1) course during each summer session. Course attendance may not interfere with or conflict with work schedules. Therefore, unless an employee regularly works an evening schedule, tuition waivers will not normally be granted for daytime classes. The division vice president and the Office of Human Resources must approve exceptions to this daytime restriction.
- 2. Tuition up to a full-time course load (18 credit hours) is waived for the *spouse and dependent children* of eligible full-time employees.

3. Future tuition charges are waived for *dependent children* of eligible full-time employees who have served at JCU for three (3) continuous years or longer and who die while employed by the university. Tuition may also be waived for *dependent children* and *unmarried surviving spouses* of deceased retired full-time employees.
4. Tuition and/or fee waivers apply to regular on-campus courses listed in the official JCU undergraduate or graduate bulletins. Some courses and programs, including but not limited to study abroad, distance learning, school-based M.Ed., etc., are not eligible for tuition waiver. Check with the Financial Aid Office as to the eligibility of waivers for special programs or courses.
5. All eligible employees, spouses and children should consult their tax advisors for the most recent information about the taxability of tuition waivers.

Fee Waiver

Fees are waived for eligible, full-time employees and their spouses. Except for the technology fee, fees are not waived for dependent children. Fees include application, graduation and lab fees but do not include returned check fees or library fines. In addition, monthly prepayment plan fees or deferred payment fees arising from payment of such things as dependent room and board are not waived.

Non Credit Programs

Tuition and/or fees for non-credit programs (i.e., continuing education) will not be waived for spouses or dependents. Such tuition and/or fees will not be waived for eligible employees unless the course or program is determined to be job-related and beneficial to the employee's work at JCU. Non-credit waivers must be pre-approved by the division vice president and the Office of Human Resources.

Programs Paid for by JCU

The tuition benefit applies only to courses listed in the official John Carroll undergraduate and graduate bulletins. There are some programs, notably in the education department, study abroad or distance education, which are held off campus or special campus arrangements must be made to accommodate them. If John Carroll is required to pay for special programs, tuition waiver will not be granted for these programs. The Financial Aid Office provides information regarding eligibility for tuition waiver on special programs.

Generally, tuition will not be waived to the extent that other programs pay for it. Recipients of tuition benefits are expected to apply for all federal and state funds available. All employees and dependents utilizing this benefit are expected to file the appropriate financial aid forms to determine outside aid eligibility. Duplication of tuition remission for any course must be reimbursed to the university from sources outside the university. Further information on aid procedures is available in the Financial Aid Office.

Tuition Waiver – Other Programs

After three (3) years of continuous service, eligible full-time employees may participate in either of the following programs.

The University participates in a Jesuit Faculty and Staff Children Exchange Program (FACHEX), which is an undergraduate tuition remission program for children of eligible full-time employees. It permits a limited number of children eligible for tuition at the home institution to receive the same benefit from 26 other Jesuit colleges and universities. The benefits are for the remission of tuition only. Students participating in the program are expected to pay all fees and room and board charges assigned by the institution receiving the student. Generally, the tuition remission pertains to the regular sessions only. Under certain circumstances the receiving institution may grant waivers for summer session tuition. This benefit pertains to full-time students only. To learn more about FACHEX, including a list of participating schools, contact the Office of Financial Aid at (216) 397-4248. To determine eligibility, a waiver form must be completed.

These forms are available at <http://www.jcu.edu/fas/hrforms.htm> or in the Office of Human Resources.

The University participates in the Council of Independent Colleges Tuition Exchange Program (CIC-TEP). Eligible full-time employees can take advantage of tuition-free education for their eligible dependents at over three hundred (300) colleges and universities around the country. Information regarding this benefit can be accessed at www.cic.edu or by contacting the Office of Financial Aid at (216) 397-4248. To determine eligibility, a waiver form must be completed. These forms are available at <http://www.jcu.edu/fas/hrforms.htm> or in the Office of Human Resources.

Vacation Policy for Staff Employees

“Grandparent Provision” Employees who have been with the university on a full-time basis, prior to January 1, 2003, will continue to earn vacation time at the annual rate outlined in the Staff Handbook, effective April 1, 1993, but will accrue it as outlined in the current policy, not to exceed a total of six weeks* (See Records on page 46).

Vacation Philosophy

To protect the health and well-being of the university’s employees, vacations are scheduled at the mutual convenience of the department and the employee. There is no provision for pay in lieu of earned vacation except at termination. For this reason, the university encourages all employees to take their vacation time within the calendar year in which it accrues. Accrued vacation may not be carried over into the calendar year following the year of accrual. Generally, vacation time may not be requested before it is earned during the first and last calendar years of employment. Otherwise, vacation time may be borrowed prior to its monthly accrual.

Conditions for Paid Vacation Time

The university provides paid vacation time to be used by the employee provided that the following requirements are met:

1. The employee is eligible for vacation and has accrued the time;
2. The employee has completed the three-month orientation period; and
3. The employee obtains supervisory approval.

Eligibility

Vacations with pay are granted to all eligible full-time employees. Twelve-month employees scheduled for less than 37.5 hours per week on a continuing basis are considered part-time and do not accrue vacation.

Earning Vacation

Vacation time for staff accrues at the rate of .8333 days per month, starting the first of the month after the 90-day anniversary of employment with John Carroll University. This rate may not exceed ten (10) days per calendar year. Additional accrual categories occur as follows:

- On the five (5) year anniversary and going forward, vacation will be calculated at 1.25 days per month, not to exceed fifteen (15) days per calendar year.
- On the ten (10) year anniversary and going forward, vacation will be calculated at 1.666 days per month, not to exceed twenty (20) days per calendar year.
- During an anniversary year, vacation will be calculated at the current rate for the time up to the first of the month following the anniversary date. From that date forward and for the remainder of the calendar year, vacation will be calculated at the new rate.

Scheduling Vacation

- Vacations are scheduled at the mutual convenience of the department and the employee.
- Each vacation day may be taken in ½ day increments and must be pre-approved by the department supervisor.
- University holidays occurring during a vacation period are not counted as vacation days.

- If scheduling conflicts arise, supervisors will take seniority into consideration when deciding which employee should be granted time off. This will occur only if all parties involved cannot come to an agreement on the vacation schedule.
- Although seniority may be taken into consideration, it should not be the usual deciding factor for determining vacation schedules. Each department member should be given the opportunity to exercise his or her vacation privilege during peak vacation request times.
- When operational, budget, or scheduling problems make it necessary, a supervisor may designate a specific vacation period.
- Serious illness of an employee occurring during vacation is considered sick leave and is not charged to vacation unless sick leave has been exhausted. Employees may be required to furnish a written physician's statement. If the illness constitutes a 'serious health condition' under the Family and Medical Leave Policy, an eligible employee must comply with those specific requirements. (See Family Medical Leave Act [FMLA] section in Absences and Leaves on page 47.)
- Another department of the university may not employ employees on vacation.

Leave

Vacation time accrues during a paid leave, but not during an unpaid leave.

Transfer

Employees transferring from one department to another department retain their accrued vacation. When a change in status occurs (i.e., staff to administrator), the method of accrued vacation will be adjusted accordingly.

Termination

In the event of separation from employment, an employee is entitled only to the accrued outstanding vacation time verified by the department supervisor and the Office of Human Resources. That amount will be paid to separating employees in their final paycheck. Accordingly, money owed to John Carroll University will be deducted from their final paycheck.

Records

Supervisors should keep a record of vacation time used for all employees. Those records should be reviewed and kept current. This information will be necessary prior to approving leaves of absence and for processing vacation time due at an employee's termination.

*The policy in the Staff Handbook, effective April 1, 1993, is as follows:

3 months to 5 year anniversary date = 10 days vacation
(.8333 days per month)

5 years to 10 year anniversary date = 15 days vacation
(1.25 days per month)

10 years to 20 year anniversary date = 20 days vacation
(1.666 days per month)

20 years to 25 year anniversary date = 25 days vacation
(2.083 days per month)

25 years to 30 year anniversary date = 30 days vacation
(2.50 days per month)

Vision

John Carroll University offers a voluntary vision plan for eligible, full-time employees and their dependents. Members can elect single, two-person or family coverage. Members can use network providers or receive partial benefits from non-network providers.

Absences and Leaves

Leave of any duration (i.e., whether short or long term, paid or unpaid), must be requested through and approved by the Office of Human Resources. All appropriate forms and paperwork for leave requests are available in the Office of Human Resources located in Rodman Hall.

All university benefits and leaves that operate on accrual basis (i.e., vacation, holidays, and paid sick time) stop accruing during an unpaid leave of absence.

Bereavement Leave

In the event of a death in an employee's immediate family (spouse, children, parents, sisters, brothers, legal guardians, mother-in-law, father-in-law, grandparent, grandchildren, or any other relative living in the employee's household), arrangements may be made with the employee's supervisor for a bereavement leave of up to three (3) days with pay. The bereavement leave will be based on the regularly scheduled hours worked per pay period. An employee may take additional vacation time, personal time or an unpaid leave of absence if necessary and approved by the immediate supervisor. Sick time may not be used for bereavement leave purposes.

Family and Medical Leave Act of 1993 (FMLA)

Under the FMLA, John Carroll University will provide up to 12 weeks of unpaid leave in a 12-month period to eligible employees. Employees are eligible if they have worked for JCU for a total of at least 12 months and have worked at JCU at least 1,250 hours over the previous 12 months.

Reasons for Taking Leave:

The four primary categories that qualify under FMLA are as follows:

1. Birth of an employee's son or daughter (see also Maternity Leave on page 50);
2. Placement of a son or daughter with the employee for adoption or foster care;

3. Care of a son or daughter, spouse, or parent who has a serious health condition; and
4. Inability of the employee to perform the functions of his or her position due to a serious health condition.

When both spouses are employed by the university, the total amount of combined leave that may be taken for a birth, foster care, adoption, or a serious health condition of a parent is 12 weeks. All leave for a birth, foster care, or adoption must be taken within 12 months of the date of birth or placement.

Whenever medically necessary to care for an immediate family member with a serious health condition or because of the employee's own serious health condition, employees may take FMLA leave intermittently (i.e., in blocks of time or by reducing their normal weekly or daily work schedule). When intermittent leave is needed for purposes of planned medical treatment, the employee must try to schedule treatment so as not to unduly interrupt JCU's operations. Intermittent leave for birth or placement for adoption or foster care may be granted subject to departmental needs. If an employee takes intermittent or reduced schedule leave, JCU reserves its right to transfer the employee temporarily to an alternative position for which the employee is qualified, at equivalent pay rate and benefits.

Coordination with Other Leaves/Paid Time

Upon requesting unpaid FMLA leave, employees will be required to use up paid sick days (for their own serious health condition), paid personal days and/or vacation time as a part of the FMLA leave. Likewise, if an employee requests sick days, personal days and/or vacation daytime for a FMLA qualifying reason, JCU will designate such paid leave as substituting for all or a portion of the FMLA leave entitlement.

JCU will use a "rolling" period for purposes of determining the 12-month period in which up to 12 weeks of leave may be taken (i.e., an employee's 12-month period will be measured backwards from the date on which the employee uses FMLA leave).

Advance Notice and Medical Certification

Employees seeking to use unpaid FMLA leave will be required to provide:

- Up to thirty (30) days advance notice of need when the need is “foreseeable”.
- Periodic reports during FMLA leave regarding the employee’s status and intent to return to work.

Additionally, employees seeking to use FMLA leave for their own serious health condition or that of an immediate family will be required to provide:

- Medical certification from the employee’s or the immediate family member’s health care provider supporting the need for leave. Second and/or third medical opinions may be requested at JCU’s expense. This certification should be submitted to the Director of Human Resources within 15 days of requesting leave. (A copy of the medical certification form will be provided to employees upon requesting FMLA leave. Additional forms may be available from the Office of Human Resources.)
- Subsequent periodic re-certification at reasonable intervals (upon request by JCU).
- A fitness for duty report when employees seek to return to work following leave for their own serious health condition.

Failure to follow these notice and certification procedures may result in a delay of the commencement of FMLA leave, a denial of FMLA leave, or non-reinstatement from FMLA leave. Additionally, fraudulently requested or obtained FMLA leave may result in discipline up to and including discharge.

Maintenance of Health Benefits

JCU will maintain group health insurance coverage for employees on FMLA leave whenever such insurance was provided before leave was taken and on the same terms as if the employee continued to work. Arrangements must be made with JCU's Office of Human Resources for payment of the employee's share of premiums during unpaid leave. JCU may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

Job Restoration

Upon return from FMLA leave and subject to the notice and certification requirements described above, employees will be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions (except to the extent that employees would not otherwise have been employed at the time reinstatement is requested). An employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave.

Jury Duty

If employees are properly summoned for jury duty in the city or county in which they reside, they will be eligible for jury duty pay from John Carroll University upon advance notice to their department supervisors. Employees will receive their normal base rate compensation for validated jury duty days. Employees are able to collect and keep any payment received from the court system for performing jury duty.

Maternity Leave

Below are the guidelines under which John Carroll University employees may be granted paid maternity leave. Also described is how the paid maternity leave guidelines interact with the Family and Medical Leave Act (FMLA) of 1993.

Full-time employees who have been with the university for at least one year and who are pregnant will be entitled to six weeks paid maternity leave. At the time the paid leave request is made, the

full-time employee must have worked or will have worked continuously for one full year prior to when the actual leave will commence. Maternity leave is an approved period of absence related to pregnancy or birth of the employee's child and will be granted to employees whose intention is to return to full-time employment status subsequent to their leave. A paid maternity leave will normally begin no earlier than two weeks before the due date of the child and will not extend beyond six weeks after birth. (Exceptions to the timing of paid leave may be granted when medically necessary as certified by a health care provider or when negotiated by the employee and the supervisor, subject to approval by the Office of Human Resources.) All group insurance benefits will continue during an approved maternity leave.

Family and Medical Leave Act (FMLA) of 1993

The FMLA requires covered employers to provide up to 12 weeks of job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked at John Carroll University for at least 12 months and for at least 1,250 hours over the previous 12 months. Among the FMLA qualifying circumstances is the birth or adoption of a child or the foster care placement of a child. All paid maternity leave time will be counted toward the employee's FMLA time. Assuming they have not used up the allotted FMLA time, employees may be eligible for up to six weeks of unpaid FMLA leave for the birth of a child.

Use of Other Paid Time

When requesting maternity leave beyond six weeks paid time, employees will be required to exhaust paid personal or vacation time. All such time will be counted toward the 12 week FMLA leave and must be documented based on supervisor and the Office of Human Resources approval.

Requesting Maternity Leave

Because maternity leave is foreseeable, the employee must ordinarily provide 30 days advance notice. An employee planning to request paid maternity leave must arrange the details of the leave with his/her supervisor. Normally, the return date will be the first business day following the end of the approved maternity leave unless:

- The employee's physician provides medical certification the employee is unable to return
- Additional FMLA time has been agreed upon between the employee and supervisor and approved by the Office of Human Resources.

Employees who do not return from an approved maternity or FMLA leave will be considered to have voluntarily terminated their employment.

Military Leave

It is the policy of John Carroll University to provide military leaves of absence for those employees required to attend mandatory training and/or service in the United States Armed Forces, United States Armed Forces Reserves or National Guard. The university will fully comply with the Uniformed Services Employment and Re-employment Rights Act of 1994. Individuals called to or who volunteer for military service will be granted an unpaid leave of absence for the period of their service, up to a maximum cumulative leave of five years. At the employee's option, earned paid time (vacation or sick time) may be substituted for unpaid military leave.

Nondiscrimination: John Carroll University will not discriminate against employees who are called to military service or who volunteer for membership in the uniformed services.

Advance Notice: Employees requesting leave for military service must give John Carroll University advance verbal or written notice of the leave, preferably in the form of copies of official orders or calls to service, except when precluded by military necessity, impossibility or unreasonableness.

Military Service is defined as service in any uniformed service and includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, and any period for which an employee is absent from work for a uniformed service fitness for duty examination. Uniformed services include the United States Armed Forces, the Reserves of any Armed Force, and State Reserves and Guards.

Re-employment Rights

John Carroll University employees called to or who volunteer for military service are entitled to reinstatement to John Carroll University employment upon return from service if the following general conditions are met:

- the employee was not serving at John Carroll University on a temporary basis at the time of the requested leave
- the cumulative length of the employee's military leave and of all previous military leaves does not exceed five years
- the employee provides proof of honorable discharge, or other evidence of satisfactory completion of service
- the employee reports to work or requests reinstatement according to the guidelines noted below

Employee's Obligations Concerning Reinstatement

- Less than 31 days service: employees must report to work by the beginning of the second day after the completion of their military service
- More than 30 days but less than 180 days service: employees must apply for reinstatement within 14 days of the completion of their military service.
- More than 180 days service: employees must apply for reinstatement within 90 days of the completion of their service.

Health Benefits

Employees called to or who volunteer for military service will continue to receive health benefits under the same terms as if they were continually employed for the first 31 days of any military leave; thereafter, employees may elect to continue health benefits for up to the lesser of 18 months or the day after which the employee fails to apply for reinstatement or to return to John Carroll University. Employees electing continued coverage are responsible for paying the entire cost of the offered health coverage, plus a 2% administrative surcharge, where applicable.

Pension Benefits

Persons re-employed under this policy will not be treated as having a break in service for pension purposes.

Sick Time/Leave

The university recognizes that inability to work because of illness or injury may cause economic hardship. For this reason the university provides paid sick days to eligible full-time employees.

Eligible full-time regular employees accrue sick days at the rate of 12 days per year, accrued one (1) day per month. Sick days may be carried over from one year to the next to a maximum of 60 days to ensure that such days are available in the event of a long-term illness. However, no employee is paid for accrued unused sick days at the time of termination.

Sick pay is paid for scheduled workdays. Paid sick days do not apply to absences for any other reason, such as weather conditions or personal business. Personal time should be used for doctor's appointments.

A doctor's statement and release to return to work may be required after three days of absence due to illness regardless of the amount of accrued sick leave.

In the event that all paid sick time is exhausted, an eligible full-time employee will be required to take all personal time and vacation time before being placed in an unpaid status. At that point, upon presentation of satisfactory medical documentation and one year of

continuous full-time service, the university will continue to provide 50% pay for an employee's *own* illness for the remainder of the leave, not to exceed six months. The 50% pay benefit is a one-time benefit which may be applied to several illnesses, but will be limited to a total of six months. Periodic medical reports will be required by the Office of Human Resources, and if deemed necessary, at their sole discretion, the university may require an independent medical examination.

For further information, contact the Office of Human Resources.

Total Disability

Full time employees with one year of continuous service are eligible for total disability. Total disability is defined as (1) inability to do any work due to an illness or accident and (2) the condition is expected to last indefinitely-at least six months. Upon submission and approval of appropriate medical certification, eligible employees will continue to receive their regular base salary for a period of six months. Payments under this plan may be reduced by monies coming in from other sources (i.e., workers' compensation, state disability insurance). Please consult the Office of Human Resources for details concerning total disability.

Unpaid Personal Leave of Absence

Employees not otherwise eligible for FMLA or other leaves or time off (i.e., vacation, sick leave) may request an unpaid personal leave of absence of up to 30 days. All appropriate earned and/or qualifying leave or time must be used before the employee requests a leave under this policy. Unpaid personal leave is granted at the discretion of the university; it must not seriously disrupt the university's operations and may be cancelled for business necessity.

Requests for unpaid personal leave must be made in writing to the immediate supervisor, generally no less than two (2) weeks before the leave is to begin. Leave is not approved until the supervisor, the division vice president and the Office of Human Resources sign off.

Leaves granted under this policy may affect benefits and the accrual of vacation, sick time, etc. In addition, employees may be required to make additional payments to continue some benefits.

Employees requesting leave under this policy must contact the Office of Human Resources to discuss benefit implications and arrange for continuation of benefits.

If leave is requested for medical reasons, the employee will be required to provide medical certification and may be required to provide updated health care provider statements about ability to return to work, submit to additional medical evaluations and/or provide access to medical records.

Voting Time

Employees who are registered to vote are encouraged to vote in local, state, and national elections. Voting polls usually allow adequate time before or after normal work hours to vote. If additional time is needed, employees should seek supervisor approval.

Workers' Compensation

John Carroll University provides the mandated workers' compensation coverage for all employees. Coverage is provided for work-related illnesses or injuries as defined under Ohio law. Employees must report all work-related illnesses or injuries to their supervisor before the end of the shift/workday. Supervisors must complete an Accident Injury/Illness Form located at <http://www.jcu.edu/fas/hrpolicies.htm>. Employees must complete a workers' compensation claim, which is also available at <http://www.jcu.edu/fas/hrpolicies.htm>. Failure to timely identify or report work-related illnesses or injuries may result in delay or denial of coverage. (See also Accidents and Emergencies on page 67.)

The automatic continuation of other university benefits may be affected by workers' compensation benefits received. Additional details and conditions on workers' compensation coverage are available in the Office of Human Resources.

Communication

Business Expense Reporting Policy

Questions regarding the university's expense reimbursement policy should be directed to the Accounts Payable department at (216) 397-4440. Expense forms are also located on the web at http://www.jcu.edu/fas/fas_forms.htm.

Change of Address and Other Personal Information

It is very important that employees advise the university of any changes in name, marital status, address, telephone number, and dependents so that they receive important mailings and information and do not risk loss of benefit coverage. It is the employees' responsibility to notify their supervisor and/or the Office of Human Resources of any changes to this information. The appropriate forms are available from the Office of Human Resources.

Communication/Electronic Media Policy

Definition

Technological and information resources are defined to include: data; records; software; facilities; equipment; storage media; networks and network services; and electronic voice, video and multimedia communications.

Policy

University technological and information resources are provided to allow faculty, staff and students to pursue the mission of John Carroll University, and are to be used to the extent that they promote that mission either directly in teaching and research or indirectly in supporting the offices and agencies that maintain university operations. Technological and information resources are to be accessed and utilized in an ethical manner. All users of technological and information resources are expected to observe high moral, legal and professional standards, and are expected to support the mission, and act in the best interests of John Carroll University.

All users of technological and information resources are responsible for the protection of university assets and for the accuracy, integrity and confidentiality of the information to which they have access. Resources are not to be abused or employed in such a way as to interfere with, or cause harm or damage to, another person, institution or company within or outside the John Carroll University community. While the university encourages the exploration of educational and scholarly opportunities through the use of its technological resources, respect for the rights and privacy of others must be observed. University community members and their guests may not access the files or communications of others without authorization. Those who are authorized to access confidential files must respect the privacy rights of others and use data only for legitimate academic or administrative purposes.

John Carroll University supports accessibility to technological resources and strives to provide state-of-the-art, environmentally sound facilities for all members of the university community. The university acknowledges its responsibility to all faculty, staff and students to provide a safe and healthful technical environment for work and study.

All members of the university community must comply with the following policies, procedures and security controls.

Access

Many of the technological and information resources of John Carroll University may be accessed by all members of the university community, and by the public as well. However, access to some resources is restricted to specific positions or organizational units as determined by the appropriate unit head. Organizational unit heads should determine and authorize the appropriate degree of access for each member of their units, and should provide unit members with adequate orientation and training regarding the ethical use of technological and information resources.

Individuals should take precautions to prevent unauthorized use of their access codes (passwords). Active sessions should not be left unattended. Access codes may not be shared with others, and their confidentiality is to be strictly maintained. In choosing access codes, individuals should avoid the use of common words, proper

names, readily associated nicknames or initials, and any other letter and/or number sequences that might easily be guessed. Individuals will be held accountable for all actions performed under their access codes, including those performed by other individuals as a result of negligence in protecting the codes. Individuals are responsible for monitoring access on their accounts and for changing access codes on a regular basis. If an individual's access code(s) become compromised, it (they) must be changed immediately.

The following activities are strictly prohibited:

- a. Attempts to access, search, or copy technological and information resources without proper authorization;
- b. Use of accounts other than one's own individual or group account(s);
- c. Providing false or misleading information in order to gain access to technological and information resources;
- d. Attempting to compromise internal controls, even for purposes of systems improvement; (such actions for the purpose of improvement require the advance, written approval of the authorized organizational unit head, or must be included among the security evaluation responsibilities of one's position function).

Suspected activities such as those listed above should be promptly reported to the director of computing systems and services at the Department of Information Services so that timely preventative measures can be taken to safeguard the integrity of data or facilities.

Protecting Confidentiality

Disclosure of confidential information is prohibited, unless disclosure is a normal and authorized requirement of one's position function. Individuals with access to confidential data must safeguard the accuracy, integrity, and confidentiality of that data by taking appropriate precautions and following appropriate procedures necessary to ensure that no unauthorized disclosure of confidential data occurs. Such precautions and procedures include the secure storage of data backups and the protection of sensitive data with access codes (passwords).

Privacy

For purposes of this policy, privacy is defined as the right of an individual or an organization to create, maintain, send and receive electronic data, software and communications files that are safe from examination and disclosure by others. John Carroll University recognizes that individuals have a substantial interest in, and reasonable expectation of, privacy. Accordingly, John Carroll University respects the privacy rights of all members of the university community.

The university will not monitor an individual's private electronic data, software, and communications files as a routine matter. Users should note that some electronic files are copied to backups and stored for indefinite periods in specific locations. In such instances, deletion of an electronic file, such as an e-mail message, will not necessarily delete a previously archived copy of that file.

It is a violation of university policy for any member of the university community to engage in electronic "snooping," or to employ technological resources for the purpose of "prying into" the affairs of others (i.e., to access or attempt to access electronic files without proper authorization to do so for genuine business purposes of the university).

The university reserves the right to access and to disclose the contents of an individual's electronic data, software, and communications files, but will do so after obtaining the proper approvals, only when a legitimate need exists and the urgency of the need is sufficiently strong to offset the university's commitment to honor the individual's privacy. Such grounds might include: maintaining system integrity (i.e., tracking viruses and other potentially destructive software agents); protecting system security; investigating indications of impropriety; protecting the university's property rights; and meeting legal obligations (i.e., subpoenas).

Copyright Issues

Copyright is a form of protection provided by law to authors of "original works of authorship" for intellectual works that are "fixed in any tangible medium of expression," both published and unpublished (Title 17, United States Code). It is illegal to violate

any of the rights provided by the law to the owner of a copyright. John Carroll University respects the ownership of intellectual material governed by copyright laws. All members of the university community must comply with the copyright laws and the provisions of licensing agreements that apply to: software; printed and electronic materials, including documentation; graphics; photographs; multimedia, including musical works, video productions, sound recordings, and dramatic works; and all other technological resources licensed and/or purchased by the university or accessible over network resources provided by the university. Individual author, publisher, patent holder and manufacturer agreements should be reviewed for specific stipulations.

All technological and information resources developed by university employees, students and contractors for use by the university, or as part of their normal employment activities, are considered “works for hire.” As such, the university is considered the “author” and owner of these resources. (For information regarding the ownership of technological resources developed with grant funding, contact the Associate Academic Vice President.)

Integrity and Protection of Technological and Information Resources

Viruses

It is the responsibility of the individual to ensure that any imported or exported executable software code or data is free of destructive codes, such as a “virus.”

Backups

It is the responsibility of the organizational unit head or network administrator to ensure that appropriate procedures and resources are in place to backup data on a regular basis. Backups are to be stored in a location that is physically secure and that protects the confidentiality of the data. It is the responsibility of the individual user to perform any actions necessary to comply with these procedures.

Physical Security

Individuals are responsible for the physical security of technological and information resources assigned to them. Organizational unit heads must help to ensure appropriate physical security by instituting and enforcing adequate policies and procedures governing entrance locks and/or for the use of the security devices made available by the university for the protection of equipment. Adequate power regulators and surge suppressors should be employed. To avoid loss by fire or theft, backups of important data must not be stored in the same locations as the original sources.

University Property

Technological and information resources that are the property of the university may not be copied, altered, manipulated, transferred, retained for personal use, or removed from campus. (The ownership of technological resources purchased with grant funding is determined by the individual granting agency. For additional information, contact the Associate Academic Vice President.)

Appropriate Personal Use of University Technological Resources

Authorization for the personal use of university technological resources by employees is to be determined on an individual basis by, and at the discretion of, the responsible unit head. The use of university technological resources, including data/voice/video networks, for revenue generating activity that benefits an individual employee is strictly prohibited. Personal telephones and data connections in student residence halls are considered to be part of the private residence. However, use of these and other university technological resources in the residence halls that is deleterious to the general university community, or that consumes excessively disproportionate resources, is prohibited.

Individuals may not attempt to alter any restrictions associated with their access privileges or to attempt to breach internal or external security systems. Individuals may not attempt to impersonate other individuals or to misrepresent themselves in any way when using university technological resources.

Individuals may not use data/voice/video networks for criminal purposes or to compromise the privacy or security of other individuals or organizations. Networks external to the university (i.e., those on the Internet, AOL, etc.) must be used in an ethical, responsible and courteous manner; members of the JCU community must observe the policies of such entities.

Access or Transmission of Potentially Offensive Material

Material might be accessible via network resources which some individuals may consider to be objectionable or offensive. John Carroll University does not encourage or endorse accessing/transmitting such material except for legitimate academic purposes. Individuals should exercise caution and good judgment if there is a reasonable expectation that accessed/transmitted material may be considered objectionable by some. The use of university technological resources for creating or sending nuisance, harassing or obscene materials or messages is prohibited. Individuals should be aware that university technological and information resources can be accessed by minors. Moreover, individuals are prohibited from engaging in any activity using network resources that is proscribed by federal or state law.

Reporting Suspected Violations

Suspected violations of any provisos of this policy are to be reported to the appropriate organizational units or unit heads, the Executive Director of Information Services, and the Office of Human Resources.

Individuals found, upon due process, to be in violation of any provisos of this policy may be subject to disciplinary action, including the loss of computer/network access privileges, suspension or dismissal from the university, and to criminal prosecution under applicable state and/or federal laws. The university reserves the right to seek restitution for any financial losses sustained by John Carroll University, or by others, as a direct result of violations of this policy.

Emergency Short Term Closing Policy

The university may be officially closed because of inclement weather, natural or public disasters, energy system failures or other similar emergencies. University closing information will be available by phone at (216) 397-4666. Community websites such as <http://www.cleveland.com> or <http://www.newsnet5.com> will also have information about the latest closings.

When the university is closed, all university activities will be suspended and all offices closed; only authorized and necessary personnel will be required to report to or remain at work.

When a decision is made during the day to close the university, the vice presidents and the public affairs office will notify department supervisors, who will notify employees. In an emergency, decisions will be communicated by the most effective and efficient means possible. The urgency of a situation may demand that decisions be made quickly. Furthermore, depending on the type of event, the instructions of local, state or federal law enforcement, and/or health and safety officials may take precedence over university policies or practice.

Compensation During Short-Term or Emergency Closing

Employees on previously scheduled sick leave or pre-approved vacation or personal time are required to report the closed time on their timesheets as previously scheduled or pre-approved. Otherwise, full-time employees will be compensated at their normal pay rate during short-term or emergency closings. Part-time employees will be compensated only for the time they were scheduled to work if the university closes for an emergency or short-term. Should the university be closed for more than two (2) days, decisions about pay and work schedules will be made based on the nature of the emergency.

Inclement Weather-Late Arrivals or Early Departure

When road conditions may be hazardous due to inclement weather, employees may arrive late or leave early to avoid the hazardous conditions. Supervisors are strongly encouraged to adjust non-exempt employee work schedules, either by extending that workday or allowing for the makeup of time missed during that pay period.

Employees who believe they cannot report for work because of the inclement weather and who are unable to make up the time missed may report the day as vacation or personal time.

Notification of Death

In the event of the death of an employee, an employee's spouse, child, or parent, the university community is notified in order that the employee and the family may be remembered in the thoughts and prayers of colleagues and friends. The department supervisor of the deceased or of the deceased's university-employed relative should designate a contact person within the department who will notify Campus Ministry of the death. Information regarding funeral arrangements, the employee's name and relation to the university, and an address for condolences should be included. Of course, an employee may specify the wish to have the death of a relative remain confidential. Campus Ministry should be contacted regarding the death of retirees as well.

Personal Calls, Mail and Visitors

It is important for the efficient operation of the university that telephone lines be kept open for business use. Therefore, personal telephone calls should be kept to a minimum. Family members and friends should not telephone employees routinely while they are working. Employees will be required to reimburse the university for personal long distance calls charged to the university. Personal long distance calls should be limited to those necessary in an emergency situation.

The university's mail department collects, processes, and delivers official university mail. Employees should have personal mail delivered to a home address. As a courtesy, the mail department will process personal mail of employees if the proper postage is affixed.

Employees are not permitted to have visitors in their work areas without prior approval from their immediate supervisors. Visits for the purpose of conducting personal business should take place during the employee's lunch period. Unauthorized visits may be disruptive to co-workers and to the employee's work and could lead to corrective counseling.

Travel Advance Policy

Any questions regarding the university's Travel Advance policy can be obtained by calling the Accounts Payable department at (216) 397-4440. Travel Advance forms can be found on the web at http://www.jcu.edu/fas/fas_forms.htm.

General Expectations and Conduct

Accidents and Emergencies

When accidents requiring emergency medical assistance occur on campus, 9-911 should be called immediately, followed by a call to Campus Safety Services (CSS) at (216) 397-4600.

All work-related accidents or injuries must be reported to an injured employee's supervisor and to the Office of Human Resources at (216) 397-4726 (See also Workers' Compensation on page 56.)

For fire, explosions or similar emergencies, please call both 9-911 and CSS. When a fire alarm sounds and remains constant, all persons in the building(s) must evacuate via the nearest exit. The building(s) should not be re-entered until a responsible authority has given an "all-clear" signal. Only trained personnel should operate fire extinguishers.

All employees are to follow the instructions of campus safety service, emergency medical, law enforcement or other safety personnel in the event of an accident or emergency.

AIDS and HIV Infection

John Carroll University believes it can express its personal care of its employees by providing operational procedures that manifest justice and compassion in matters relating to AIDS.

As stated in the preamble of the policy on AIDS, the university recognizes and affirms its responsibility to:

- respond to its employees with HIV in a manner consistent with the best medical and scientific information available;
- provide educational programs about the medical aspects of the disease and legitimate ways of preventing it in a manner consistent with our Catholic, Jesuit identity and in ways that are appropriate for the diverse populations of our university community;
- stand in solidarity and reach out with the compassion and understanding to those with HIV disease and their loved ones,

- especially if they are members of our university community;
and
- respect the rights of persons with HIV that flow from our human dignity.

Discrimination against persons with HIV will not be tolerated at John Carroll University. The university will not deny employment opportunities to an HIV-infected applicant on the basis of his/her infection unless the university has concluded on the grounds of sound medical and scientific evidence that the applicant's HIV infection would prevent him/her from performing essential job duties and that no reasonable accommodation can be made that would enable the applicant to perform such duties. Staff members with HIV infection should not be restricted from regular employment activities and shall be evaluated like all other employees.

Information concerning an employee with HIV infection shall not be divulged except to the extent required or permitted by law.

Attendance and Punctuality

The university expects all employees to assume responsibility for their attendance and promptness. Recognizing, however, that illnesses and injuries may occur, the university has established sick leave and long-term disability plans to compensate employees for time lost for medical reasons. In addition, the Family and Medical Leave Act (FMLA) provides for excused absences caused by a qualifying health condition. Please see appropriate sections of the handbook for information regarding these benefits.

Should an employee be unable to work because of illness, he/she must notify his/her supervisor or department supervisor within thirty minutes of the start of each day of absence.

Employees who are frequently absent or tardy and/or are absent without notifying their supervisors may be subject to corrective counseling. Employees who are absent without proper notice for three working days are considered to have abandoned their positions.

Code of Ethics

John Carroll University achieves its mission of teaching, research, and community service in a manner consistent with its Catholic, Jesuit mission and philosophy. Employees are expected to conduct themselves in a manner that is also consistent with this mission and philosophy.

Employees should respect the dignity of individual students, faculty, staff, administrators and visitors. The university expects every employee to show the same respect and concern for others within the university community, so that all members of our community can achieve their full potential. When it has reason to believe that the conduct of some members of the community prevents or hampers others from performing their work, the university may intercede.

Complaint Resolution

Employees are encouraged to bring concerns or complaints to the attention of those who can assist in resolution.

- 1) Generally, concerns and complaints should be resolved at the lowest possible level. Whenever possible, employees are encouraged to discuss concerns or complaints with their immediate supervisor.
- 2) Supervisors should make every attempt to respond to employee concerns within five (5) working days.
- 3) If employee-supervisor discussion does not satisfactorily resolve the problem, the department supervisor or division vice president should be notified in person or in writing. Generally, a division vice president's decision about a concern or complaint is final.
- 4) Employees may bring their concerns or complaints directly to the Office of Human Resources, who will offer assistance in how best to address the issues.

(See also Harassment Policy on page 76 and Sexual Harassment on page 77)

Confidentiality

In the performance of assigned duties, the employees of the university may have access to or be involved in the processing of confidential information, including student, employee, university, and/or other data.

Confidential information includes but is not limited to the following:

- Any internal university financial statements and statistical and narrative reports;
- Information from university computers;
- Employee records and files, salary data, and statistical reports containing the same;
- Student records and files, demographic data, and statistical reports containing the same;
- Computer authorization/security codes; and
- Any quality improvement reviews, administrative minutes.

Employees of the university are obliged to maintain the confidentiality of this information at all times, both at work and when off duty. Confidential information should be discussed and/or disclosed only on a “need to know” basis and in the appropriate work setting. Open and/or public areas considered inappropriate for the discussion and/or disclosure of confidential information include but are not limited to elevators, cafeterias, hallways, restrooms, stairwells, etc.

Employees failing to adhere to the university standards with respect to confidentiality are subject to corrective counseling up to and including termination, and may be subject to legal action.

Conflict of Interest Policy

John Carroll University expects staff employees and administrators to make decisions in the university's best interest when conducting John Carroll University business. Therefore, John Carroll University expects all employees to avoid or disclose actual conflicts or the appearance of conflicts of interest.

John Carroll University employees who make decisions about university policy, contracts or purchases are most susceptible to conflicts of interest because they may find themselves in circumstances in which certain financial or other interests could impair their duty to act in the best interests of the university. In addition, they may have access to confidential information, which could be used to the financial or other material benefit of themselves, their family or their business employees. Thus, while the policy applies to all, these influential employees should be especially careful about avoiding and disclosing conflicts.

All employees are required to annually review the complete conflict of interest policy and to disclose any actual conflicts or the appearance of conflicts as they arise by signing and returning the disclosure form. The complete conflict of interest policy and the form are available at <http://www.jcu.edu/fas/hrpolicies.htm> and in the Office of Human Resources.

Corrective Counseling

In general, the university intends to address inappropriate behavior on the part of employees through progressive discipline, up to and including termination of employment, depending on the circumstances of any particular case. The following guidelines describe the steps of corrective counseling.

Informal Counseling - Formal corrective action is usually preceded by an informal counseling session at which specific facts concerning the employee's behavior are discussed. Informal counseling is generally used for less serious behavior.

Step 1: Written Counseling Notice - Generally, a written counseling notice is issued when informal counseling has not corrected the behavior. Depending on the nature of the behavior, a

supervisor may issue a written counseling notice for first-time offenses without using informal counseling.

Step 2: Written Warning - Employees whose behavior continues to be a concern within 12 months of Step 1 may be issued a written warning. Written warnings may be issued for first-time offenses deemed serious enough to warrant such action.

Step 3: Termination of Employment - Employees whose behavior continues to be a concern within 12 months of Step 2 (or Step 1 depending on the behavior) may be recommended for termination of employment. Supervisors may recommend termination for first-time offenses deemed serious enough to warrant such action.

JCU reserves the right to take more serious corrective action without going through these steps whenever circumstances warrant. Also, the university reserves the right to suspend an employee, without pay, if their conduct or performance warrants the action. In addition, JCU may suspend an employee, without pay, pending an investigation into potential misconduct.

Behavior Subject to Corrective Counseling

The following behavior will be subject to corrective counseling, up to and including termination from employment:

- a. excessive absenteeism, tardiness, and or failure to clock in or out, including failure to report to work or leaving work early without advance notice or permission
- b. failure to perform job duties or tasks satisfactorily
- c. conduct that results in damage or destruction of university property
- d. in some cases, refusal to work previously scheduled overtime when needed by the university
- e. smoking in an unauthorized area
- f. using profane or obscene language that is offensive to or demeaning of members of the university community, visitors or guests
- g. failure to perform the proper order of a supervisor (i.e., insubordination)
- h. forging, altering or falsifying official university documents, computer system records, employment applications, authorizations, records, or reports, including timecards or timesheets

- i. theft, embezzlement, or dishonesty
- j. violation of the university's conflict of interest policy; or failure to safeguard university property or money by not following appropriate control procedures
- k. indecent or disorderly conduct, inducing immoral behavior, or creating a disturbance
- l. being under the influence of alcohol while on duty; consuming alcohol on campus or at university-sponsored activities or events which could result in jeopardizing the well-being of any member of the community
- m. possession of a weapon on campus or at university-sponsored activities or events, except for approved personnel
- n. violation of student, employee or university confidentiality
- o. violation of university policies concerning discrimination or sexual harassment
- p. any other offenses which reason, morals, or common sense indicates to be wrong and not in the best interests of the university

Information and forms pertaining to corrective counseling are available in the Office of Human Resources.

Dress Code and Personal Appearance

Discretion in style of dress and behavior is essential to the image and the safe and efficient operation of the university. Employees are expected to dress in a manner appropriate to their working environment and to the type of work performed.

Employees who are required to wear uniforms are expected to wear them in their entirety. Some departments may have their own policies or dress codes appropriate to the nature of the work done within those departments. Employees should consult with their supervisor regarding any dress code requirement specific to their department.

During the summer months, employees may wear business casual dress using the following guidelines:

- Clothes must be appropriate for the employee's position and level of contact with outside parties. Employees are

always representing the university regardless of the season.

- Employees should always use professional judgment as to what is best. If in doubt, employees should ask their supervisor or the Office of Human Resources about appropriate dress attire before wearing it on the job.
- Business casual dress is neat and clean.
- Maintenance, grounds and campus safety service employees are required to maintain their standards of dress throughout the summer months.
- Supervisors have the final say regarding whether a particular style of clothing is appropriate. If an employee is in violation of the dress code they can be sent home without pay.

Employees failing to adhere to the university's standards with respect to appearance and demeanor are subject to corrective counseling.

Drug and Alcohol Abuse Prevention Policy

John Carroll University is committed to maintaining a safe, healthy and efficient environment that enhances the welfare of our employees, students and visitors. It is the policy of the university to maintain an environment in which its employees are free from impairment from substance abuse. The university will make a good faith effort to maintain a drug-free workplace.

Early recognition and treatment of drug or alcohol abuse are important for successful rehabilitation, to minimize lost work time, and for reduced personal, family and social disruption. John Carroll University encourages the earliest possible diagnosis of and treatment for drug or alcohol abuse. John Carroll University will assist employees in overcoming drug or alcohol abuse. However, the decision to seek diagnosis and accept treatment for drug or alcohol abuse is the individual employee's responsibility.

The university encourages employees to seek assistance in dealing with a substance abuse problem or the problems of a family member by contacting their supervisor or the Office of Human Resources. No employee will be terminated solely as a result of seeking counseling and rehabilitation.

In accordance with the Drug-Free Workplace Act and Drug-Free Schools and Communities Act, John Carroll University prohibits the unlawful manufacture, distribution, dispensation, possession, sale, or use of illicit drugs or alcohol in the workplace, on university premises, or as part of any university activities. All employees are expected to abide by these standards of conduct as a condition of employment. For purposes of this policy, unlawful conduct involving illicit drugs or alcohol is governed by the laws in effect where the employee is working.

The legal drinking age in Ohio is 21. Knowingly furnishing alcohol to a person under the age of 21 is also prohibited by state law. Employees who are of legal drinking age are expected to consume alcohol in a mature and responsible manner while attending university activities. The university prohibits the consumption of alcohol by any person when the consumption adversely affects job performance and/or endangers the physical well-being of any person.

Employees violating the standards of conduct in this policy will be disciplined up to and including termination in a manner that is consistent with the procedures governing corrective counseling and termination of employees and with any applicable federal, state, or local law. Employees may be referred to suitable counseling or treatment resources for evaluation and treatment in these instances. When warranted, corrective counseling may include requiring an employee to successfully complete a rehabilitation program. While undergoing counseling and treatment for drug or alcohol abuse, employees must continue to meet all standards of conduct and job performance. Persons who violate this policy may be referred to law enforcement authorities for arrest and prosecution.

In order to comply with the Drug-Free Workplace Act, John Carroll University requires all employees to notify the university of any criminal drug statute conviction involving a violation occurring in the workplace no later than five (5) days after such a conviction. The university will notify the appropriate federal contracting agency within ten (10) days after receiving notice of a conviction of any employee working under a federal contract or grant.

Harassment Policy

John Carroll University is committed to maintaining a comfortable, productive work environment in which every employee is treated with respect. John Carroll University does not tolerate harassment based on sex, race, color, religion, national origin, age, disability, veteran status, or any other unlawful basis, whether by an employee (supervisor or co-worker) or non-employee (student, vendor, visitor, temporary hire or independent contractor). Harassment is prohibited at work, while on business involving the university, or while on John Carroll University property, by any employee or non-employee.

Harassment Defined

Harassment is defined as offensive or intimidating conduct of a verbal or physical nature, which has the purpose or effect of unreasonably interfering with an employee's working conditions or performance, creates a hostile, intimidating, or offensive work environment, or otherwise adversely affects employment opportunities.

Examples of Harassment

Jokes, derogatory expressions or comments, displays or circulation of graphics, cartoons or objects involving race, color, religion, sex, national origin, age, disability, or veterans status may be considered harassment.

Complaint Procedure

Employees who believe that they have been harassed are urged to report the incident immediately so that the complaint can be resolved quickly and fairly. All complaints or reports of harassment will not only be handled with discretion but will receive prompt attention and will be investigated so as to achieve appropriate resolution in an appropriate and timely manner.

Employees who feel they have been harassed:

- When possible, confront or address the harasser. Tell the person that their conduct is unwelcome, and ask the person to stop. Employees are not required to complain first to

the person harassing them, and may go directly to the next step.

- Employees should provide a written or verbal complaint to their supervisor or division vice president; or they should submit the complaint directly to a member of the Office of Human Resources. Employees should do this as soon as possible after the incident. Include details of the incident(s), names of individuals involved, and the names of any witnesses. John Carroll University will not retaliate against employees for filing a complaint in good faith and will not tolerate or permit retaliation by supervisors, co-workers or non-employees.
- Supervisors should refer all harassment complaints to the Office of Human Resources, who will lead a prompt, thorough, and impartial investigation of the complaint, in as confidential a manner as possible. All complaints or reports of harassment will be investigated.
- A determination will be made by appropriate individuals regarding the resolution of the complaint. If warranted, corrective counseling, up to and including termination, will take place. At the university's discretion, other appropriate actions may be taken to correct problems caused by the conduct.

Questions regarding this policy against harassment or the procedure to follow should be directed to supervisors or to the Office of Human Resources.

Safety

Occupational Safety and Health Administration (OSHA) regulation information relating to safety can be obtained by calling the Office of Safety and Risk Management at (216) 397-1982.

Sexual Harassment

In keeping with its historic commitment to social justice and the basic dignity of all persons, John Carroll University condemns and will not tolerate sexual harassment on campus or at off-campus programs, activities, and events. Sexual harassment violates basic

human dignity and impedes the fundamental mission of the university.

The following is an abbreviated version of the university's complete policy and procedures, copies of which may be obtained from the Office of Human Resources or at the following JCU website, <http://www.jcu.edu/intra/sh/shpolicy.htm>.

Definition

Sexual harassment means any unwelcome sexual advances, requests for sexual favors, offensive references to gender or sexual orientation or other conduct of a sexual nature when:

- Toleration of such conduct is made either explicitly or implicitly a term or condition of an individual's employment, professional or student status; or
- Toleration of or rejection of such conduct is used as the basis for employment or academic decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment. Sexual harassment can be verbal, written, physical or pictorial in nature.

Applicability

This policy applies to all students, employees, vendors, contractors and guests, whether on campus or at off-campus programs, activities, or events. Current students or employees who believe that they have been sexually harassed by another member of the university community or by a third party, vendor, or guest should report such harassment as soon as possible.

Consequences

Any member of the university community found responsible for sexual harassment will be subject to corrective counseling, up to and including termination of employment and/or expulsion. False or mischievous reports of sexual harassment will be subject to review and appropriate action will be taken. Interference with or retaliation against persons reporting sexual harassment or participating in a process under this policy is itself a violation and will be grounds for corrective counseling.

Sexual Harassment Complaint Procedure

The university has established both informal and formal internal administrative procedures for handling claims of sexual harassment. All reports of sexual harassment will receive prompt attention and appropriate action will be taken to resolve the matters in a proper and timely fashion.

In any instances, informal communication or discussion, counseling and mediation can be useful in resolving perceived instances of sexual harassment. Members of the university community who want to resolve their concerns informally may do so directly with the persons involved or may ask for the assistance of designated university personnel.

Direct Resolution – Recommendations for directly communicating the unwelcome nature of behavior perceived as sexually harassing may be found in the offices of Student Affairs, Counseling Center, and the Office of Human Resources.

Assisted Resolution – Designated university personnel, including representatives from the Office of Human Resources and the university counseling center, have been trained to provide prompt assistance to members of the university community who believe they have been sexually harassed. (The names of those designated university officials may be found at the following website: <http://www.jcu.edu/intra/sh/shpolicy.htm>.)

Formal Hearing – If informal resolution is inappropriate or fails to satisfactorily resolve a concern, a formal complaint may be brought and will be promptly investigated and heard by a special Sexual Harassment Hearing Board.

Smoking Policy

In keeping with John Carroll University policy to provide a safe and healthy work environment, smoking in any university building or workplace is prohibited. Smokers are responsible for keeping the designated outdoor smoking areas clean, properly utilizing receptacles provided. This policy applies equally to all employees, non-employees, contractors and visitors.

Suspension

John Carroll University reserves the right to suspend an employee without previous notice if the circumstances are sufficiently grave to warrant such a course of action. Such circumstances could include but are not limited to:

- The illicit use or possession of intoxicating substances, non-prescribed medication, or illegal drugs of any kind, including marijuana;
- Fighting, insubordination, theft or the misappropriation of property, time clock violations, and socially unacceptable behavior; and
- Suspension subject to possible corrective action and instances defined in the corrective counseling policy.

Following the suspension, the department head, the administrative-level individual responsible for the employee's department, and the Office of Human Resources will investigate and evaluate the act of misconduct. If the decision is made to reinstate the employee, he or she will be paid for all lost income exclusive of overtime and differentials anticipated during the suspension period. If the decision is made to sustain the suspension, the original date of the suspension becomes the dismissal date.

Workplace Violence

John Carroll University prohibits and will not condone any acts or threats of violence by any employee or former employee against any other employee, contractor, non-employee or visitor, on or off the premises, while they are engaged in business with or on behalf of the university.

To ensure that the objectives of this policy are met, John Carroll University will take prompt corrective action, up to and including immediate termination, against any employee, or other action appropriate to contractors, students and visitors, engaging in any threatening behavior or acts of violence. Also, no employee, contractor, non-employee or visitor is allowed to bring firearms or other weapons anywhere on the premises. John Carroll University reserves the right to search persons entering the university premises where possession of weapons is suspected.

Employees have a "duty to warn" university management or security personnel of any suspicious workplace situations of which they are aware that appear problematic and involve other employees, former employees, non-employees, contractors, or visitors. In the event employees suspect, observe or otherwise learn of a violent or potentially violent situation, they should contact Campus Safety Services at (216) 397-4600.

ACKNOWLEDGMENT OF RECEIPT

I hereby acknowledge receipt of my personal copy of the John Carroll University "Employee Handbook." I understand that I am responsible for reading the handbook and becoming familiar with the university's policies, rules and guidelines. I also understand that I should forward any questions I may have to the Office of Human Resources for clarification.

I understand that my employment is "at-will," and, therefore, just as I may terminate my relationship with the university at any time for any reason, the university reserves the right to terminate my employment at its sole discretion. I recognize that any reliance on any representations, oral or otherwise, contrary to "employment at-will" is unreasonable.

I also understand that the policies and rules contained in the handbook are subject to change from time to time and that the handbook is not intended to be, nor should it be regarded as, an employment contract. I recognize that the university may add to, delete, and/or revise the policies in this handbook, and that the university has the right to interpret these policies as it deems appropriate. I understand that the provisions of this handbook supersede any other provisions or representations, whether oral or written.

By my signature below, I hereby authorize the university to deduct and/or withhold from my final paycheck any amounts owed by me for any failures to return university property (i.e., tools, equipment, uniforms, monetary advances, etc.) and/or to satisfy financial obligations to the university occurring prior to my final paycheck, to the extent allowed by law.

Employee Name (Please Print)

Employee Signature Date

To be retained in employee's personnel file

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**John Carroll University
Administrative Addendum to
Employee Handbook**

(For Administrators with or without supervisory responsibilities)

The Office of Human Resources has created this Administrative section as an addendum to assist supervisors with further information regarding policies and procedures and the ways in which they affect the management of staff. A separate vacation policy for administrators is also included.

Please use this handbook as appropriate. For further clarification to a policy or procedure, please contact the Office of Human Resources located in Rodman Hall at (216) 397-4976 or by email at hrdept@jcu.edu.

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Hiring Policy

It is the policy of the university to be an equal opportunity employer and to hire individuals solely upon the basis of their qualifications for the job to be filled.

Former employees who left the university in good standing may be considered for re-employment. For employees re-hired, eligibility for benefits parallels that of new hires. Former employees who were dismissed for cause may not be considered for re-employment. Employees who retire may be eligible, in certain circumstances, to be considered for re-hire.

- a) Supervisors and department heads who need to fill a job opening or want to add a new job position should submit a personnel/job vacancy request to the Office of Human Resources for approval. All requisitions will be reviewed, but those for new job positions will be evaluated in greater detail.
- b) The university will normally try to fill job openings by promoting from within through the Jobs Posting policy.
- c) During the recruitment, hiring, and orientation process, no statement is to be made promising permanent or guaranteed employment; and no document should be called a contract unless, in fact, a written employment agreement is to be used. All employees of the university should be aware that employment with the university is at-will and should exercise great care not to make any representations otherwise.
- d) When candidates from outside the university are to be considered for job openings, the following procedures should be followed:
 1. Any candidate for employment must fill out and sign an employment application form or submit a resume with a cover letter in order to be considered for hiring. These forms will be maintained in the Office of Human Resources.

2. The department head, in conjunction with the Office of Human Resources, has the responsibility to determine whether an applicant is technically qualified for the position opened, and if the applicant is compatible with the work environment. The decision to hire the applicant is made by the supervisor, but must also have the approval of the division vice president, as well as the Director of Human Resources.
3. Following a decision to hire the applicant (which should include three documented reference checks), the department head will make an offer of employment, which should include any contingencies or disclaimers deemed necessary. If the applicant accepts the offer and a medical examination is required, the supervisor should coordinate the exam with the Office of Human Resources.
4. If the background, medical, or any other subsequent investigation discloses any misrepresentation on the application form or information indicating that the hired individual is not suited for employment with the university, the applicant will be refused employment or, if already employed, will be terminated.
5. The Office of Human Resources is responsible for general orientation of new employees and the processing of their employment forms, and the supervisor is responsible for any necessary department orientation.

Full-Time Employee Recruitment and Sign-Up Procedure

The following policy has been established to provide guidelines for employee recruitment and the sign-up process to be used for new employees.

The first procedure is for full-time employees; the second is for part-time employees. The Office of Human Resources requests complete cooperation in following these procedures when hiring new employees. Questions regarding the information should be directed to the Office of Human Resources.

All applications received, whether solicited or unsolicited should be forwarded to the Office of Human Resources. Unless otherwise requested, the Office of Human Resources will send response postcards to all applicants, both solicited and unsolicited.

Requisition for Employment
Personnel Request Form filled out and approved



Recruitment
Advertisements, Word of Mouth



Applications and Resumes
routed to respective departments



Interview



Reference Checks



Offer
Start Date, Pay, Other Terms



Orientation
Paperwork, University Introductions, Benefits Presentation,
History and Mission of JCU, Introduction to JCU Family,
University Directory



Training



Employee Follow-Up
with the Office of Human Resources

Personnel Request Form
Completed and sent to the Office of Human Resources

- Personnel Request Form can be found on the web at <http://www.jcu.edu/fas/hrforms.htm> or can be picked up or mailed from the Office of Human Resources.
- All appropriate officials must sign completed form.
- Last two signatures (Director of Human Resources and Vice President for Finance and Administrative Services) will be obtained by the Office of Human Resources.

Recruitment
Advertisements/Word of Mouth

- From the form mentioned above, a job advertisement and campus posting will be created by the appropriate department head in conjunction with the Office of Human Resources.
- The campus posting for internal resumes will be posted for a period of five (5) business days.
- The Office of Human Resources will direct advertisements through various channels including but not limited to: appropriate publications, postings on internet bulletin boards, professional organizations (often a free service), other colleges and universities, women and minority organizations.
- The Office of Human Resources will add descriptions of the vacancy and post them on the following website:
<http://www.jcu.edu/fas/jobs.htm>.

Applications routed to respective departments

- Unless otherwise requested, the Office of Human Resources sends response postcards to applicants.
- The Office of Human Resources files and keeps for one-year applications that do not meet the advertised criteria for a position.
- The Office of Human Resources sends applications and Affirmative Action Report to the department with vacancy.

Interview

- Interviews arranged by department heads with candidates and other appropriate staff members will take place.

Reference Checks

- Unless requested otherwise, the Office of Human Resources contacts and documents references and discusses acceptability with department heads.
- Department head decides to offer position or to re-open search.
- The Office of Human Resources completes background check and integrity verification (if applicable).

Offer

Start Date, Pay, Other Terms

- Appropriate department official offers position to candidate.
- Department official sends an employment letter and background check form to candidate (and a copy to Human Resources) to confirm acceptance of the position.
- Department official sends completed Employee Status Form, found at <http://www.jcu.edu/fas/hrforms.htm>, with approval signatures to the Office of Human Resources for employee file.

Orientation

Paperwork, University Introductions, Benefits Presentation, History of JCU, Introduction to JCU Family, University Directory

- Candidate completes personnel paperwork on first day of employment in the Office of Human Resources. (I-9, W-4, Ohio Tax) **(This process requires an appointment.)**
- The Office of Human Resources finalizes Employee Status Form and directs it to appropriate officials for signature.

- Candidate reviews benefits package within first week of employment with representative from the Office of Human Resources. **(This process requires an appointment.)**

Training

- Appropriate departmental personnel conduct training.

Employee Follow-Up
with the Office of Human Resources

- Director of Human Resources will be available for all questions that have not been answered during early parts of process.

Full-Time Employee Paperwork Procedure

Orientation

Paperwork, University Introductions, Benefits Presentation

- Employee completes new hire paperwork with the help of the Office of Human Resources.
- Description of new hire paperwork:
 - Employee Status Form
 - I-9
 - W-4
 - State of Ohio Tax form
- The Office of Human Resources processes all new hire paperwork (above), along with the following:
 - Applications/resumes
 - Reference checks
 - Integrity verifications (if applicable)
 - The Office of Human Resources provides Employee Handbook to the employee. Employee is instructed to read the handbook, sign and return the acknowledgment form.
 - The Office of Human Resources provides benefits packet to employee. Employee receives a quick overview of all plans and a meeting is scheduled within one (1) week to discuss all benefits in detail. Forms are completed and signed at this meeting.

Paperwork Processed

For the purpose of this document, paperwork includes (but is not limited to) the following:

- All new hire paperwork (description above)
- Status change forms
- Counseling notices
- Termination paperwork
- Vacation/Leave request forms
- Evaluations

New Hire Paperwork/Signature Authorization Process

- Department official initiates Employee Status Form, obtains signature approvals and sends it to the Office of Human Resources.
- The Office of Human Resources finalizes the Employee Status Form. (Director of Human Resources will verify salary requirement.)
- The Office of Human Resources then sends Employee Status Form to Vice President for Finance and Administrative Services for approval, after which it is returned to Human Resources.
- The Office of Human Resources forwards a copy of Employee Status Form to payroll and to appropriate department official.
- The Office of Human Resources
 - Adds new employees to payroll
 - Creates a new employee file
 - Pulls I-9 and files it separately

- Makes a copy of Employee Status Form for benefits coordination
- Creates new benefits file for employee
- Meets with new employee to complete all paperwork and process accordingly
- Sends a copy to department head for department records
- All future paperwork (Counseling notices, Vacation/Leave requests, Evaluations, Terminations, etc.) is forwarded to the Office of Human Resources for processing.
- Employee changes in address, telephone number, marital status and/or family situation should be forwarded to the Office of Human Resources via ***Employee Status Change Form*** so that the appropriate changes can be made to Payroll and Benefits. This should be done within ***thirty (30)*** days following the event.

Part-Time Employee Recruitment and Sign-Up Procedure

Requisition for Employment
Personnel Request Form filled out and approved



Recruitment
Advertisements, Word of Mouth



Applications and Resumes
routed to respective departments



Interview



Reference Checks



Offer
Start Date, Pay, Other Terms



Orientation
Paperwork, University Introductions, History and Mission of JCU,
Introduction to JCU Family



Training



Employee Follow-Up
with the Office of Human Resources

Personnel Request Form

Completed and sent to the Office of Human Resources

- Personnel Request Form can be found on the web at <http://www.jcu.edu/fas/hrforms.htm> or can be picked up or mailed from the Office of Human Resources.
- All appropriate officials must sign completed form.
- Last two signatures (Director of Human Resources and Vice President for Finance and Administrative Service) will be obtained by the Office of Human Resources

Recruitment

Advertisements/Word of Mouth

- From the form mentioned above, a job advertisement and campus posting will be created by the appropriate department head in conjunction with the Office of Human Resources.
- The campus posting for internal resumes will be posted for a period of five (5) business days.
- The Office of Human Resources will direct advertisements through various channels including but not limited to: appropriate publications, postings on internet bulletin boards, professional organizations (often a free service), other colleges and universities, women and minority organizations.

- The Office of Human Resources will add descriptions of the vacancy and post them on the following website:
<http://www.jcu.edu/fas/jobs.htm>.

Applications routed to respective departments

- Unless otherwise requested, the Office of Human Resources sends response postcards to applicants.
- The Office of Human Resources files and keeps for one-year applications that do not meet the advertised criteria for a position.
- The Office of Human Resources sends applications and Affirmative Action Report to the department with vacancy.

Interview

- Interviews arranged by department heads with candidates and other appropriate staff members will take place.

Reference Checks

- Unless otherwise requested, the Office of Human Resources contacts and documents references and discusses acceptability with department heads.
- Department head decides to offer position or to re-open search.
- The Office of Human Resources completes background check and integrity verification (if applicable).

Offer

Start Date, Pay, Other Terms

- Appropriate department official offers position to candidate.
- Department official sends an employment letter and background check form to candidate (and a copy to Human Resources) to confirm acceptance of the position.
- Department official sends completed Employee Status Form, found at <http://www.jcu.edu/fas/hrforms.htm>, with approval signatures to the Office of Human Resources for employee file.

Orientation

Paperwork, University Introductions, History and Mission of JCU,
Introduction to JCU Family

- Candidate completes personnel paperwork on first day of employment in the Office of Human Resources. (I-9, W-4, Ohio Tax) **(This process requires an appointment.)**
- The Office of Human Resources finalizes Employee Status Form and directs it to appropriate officials for signature.

Training

- Appropriate departmental personnel conduct training.

Employee Follow-Up
with the Office of Human Resources

- Director of Human Resources will be available for all questions that have not been answered during early parts of process.

Part-Time Employee Paperwork Procedure

Orientation

Paperwork, University Introductions

- Employee completes new hire paperwork with the help of the Office of Human Resources.
- Description of new hire paperwork:
 - Employee Status Form
 - I-9
 - W-4
 - State of Ohio Tax form
- The Office of Human Resources processes all new hire paperwork (above), along with the following:
 - Applications/resumes
 - Reference checks
 - Integrity verifications (if applicable)
 - The Office of Human Resources provides Employee Handbook to the employee. Employee is instructed to read the handbook, sign and return the acknowledgement form.

Paperwork Processed

For the purpose of this document, paperwork includes (but is not limited to) the following:

- All new hire paperwork (description above)
- Status change forms
- Counseling notices
- Termination paperwork

- Vacation/Leave request forms
- Evaluations

New Hire Paperwork/Signature Authorization Process

- Department official initiates Employee Status Form, obtains signature approvals and sends it to the Office of Human Resources.
- The Office of Human Resources finalizes the Employee Status Form. (Director of Human Resources will verify salary requirement.)
- The Office of Human Resources then sends Employee Status Form to Vice President for Finance and Administrative Services for approval, after which it is returned to the Office of Human Resources.
- Human Resources forwards a copy of Employee Status Form to payroll and to appropriate department official.
- The Office of Human Resources
 - Adds new employees to payroll
 - Creates a new employee file
 - Pulls I-9 and files it separately
 - Sends a copy to department head for department records.
- All future paperwork (Counseling notices, Vacation/Leave requests, Evaluations, Terminations, etc.) is forwarded to the Office of Human Resources for processing.

Employee changes in address, telephone number, marital status and/or family situation should be forwarded to the Office of Human Resources via ***Employee Status Change Form*** so that the appropriate changes can be made to Payroll and Benefits. This should be done within ***thirty (30)*** days following the event.

Performance Reviews

It is the policy of the university that the job performance of each employee will be evaluated at least once during the calendar year by the employee's supervisor or department head. Such evaluations require both input from the employee and supervisor so that specific expectations and evaluations can be discussed. The conversation should focus on job responsibilities, performance and key objectives to be accomplished.

Supervisors should complete written performance evaluations upon the following occasions:

- a. As part of the annual salary review.
- b. At the time of the employee's termination, if a corrective counseling or termination report is not prepared.
- c. Whenever appropriate (i.e., each time the employee performs exceptionally poorly or well). At a minimum, a non-written "mid-year" evaluation should be performed with each employee.

If a performance evaluation has been completed with the employee within one month prior to one of the above occasions, a new evaluation need not be completed, except in cases involving corrective counseling or termination. Between scheduled evaluations, supervisors should discuss with employees, on an informal basis, any performance issues that warrant attention and should keep records of any significant incidents.

Supervisors, in evaluating employees, should consider such factors as the experience and training of the employee, the job description, and the employee's attainment of previously set objectives and goals. Other factors that normally should be considered include, but are not limited to, knowledge of the job, quantity and quality of work, promptness in completing assignments, cooperation, initiative, reliability, attendance, judgment, and acceptance of responsibility.

Supervisors, in completing evaluations, should prepare a written evaluation of each employee's job performance. Such an

evaluation should include the supervisor's comments and recommendations, an action plan for both the employee and supervisor, and performance goals for the next evaluation period.

The employee should be given the opportunity to examine the written evaluation and make written comments about any aspect of it. The employee and supervisor should then sign and date the evaluation and forward it to the Office of Human Resources for review and inclusion in the employee's personnel file.

If the employee refuses to sign the evaluation for any reason, a written notice should be attached and signed by the employee. Information derived from the performance evaluation may be considered when making decisions affecting an employee including, but not limited to, decisions concerning training needs and opportunities, pay, promotion, transfer or continued employment.

Information and forms regarding performance reviews is available at <http://www.jcu.edu/fas/hrforms.htm> or by contacting the Office of Human Resources at (216) 397-4976.

Professional Associations

Employees are encouraged to enhance their knowledge of developments and trends in their career areas. Management personnel are expected to become involved in professional associations that relate to their university duties. Participation in professional association activities, conferences, committees, etc., is encouraged but shall not interfere with tasks necessary for effective and responsible job performance.

Reference Checks

Reference checks for present and former employees of the university should be directed to the Office of Human Resources, the office authorized to provide reference checks.

Termination of Employment

It is the policy of the university to terminate employment because of an employee's resignation, discharge, retirement or a permanent reduction in the work force. Discharge can be for any reason not prohibited by law. In absence of a specific written agreement, employees are free to resign at any time, and the university reserves the right to terminate employment for any reason.

1. The university would appreciate employees giving written notice of their intent to resign. Failure to give written notice may result in forfeiture of non-vested university benefits and ineligibility for re-employment. All employees are requested to give at least two (2) weeks notice. Employees who are absent from work for three (3) consecutive working days without giving proper notice to the university will be considered as having voluntarily quit. Supervisors have the right to require terminated employees to leave early, even if notice period has not expired.
2. Supervisors will send notices of resignation or recommendations for termination to the Office of Human Resources. These notices or recommendations will be accompanied by any needed supporting documents such as performance appraisals or corrective counseling reports.
3. Generally, the Office of Human Resources will conduct an exit interview no later than the employee's last working day. The purpose of this interview is to gain valuable information from the employee so that appropriate action may be taken to correct any issues that come to light and identify any areas for improvement.
4. The Office of Human Resources will prepare a written report of the exit interview to be placed in the employee's personnel file. Pertinent items requiring managerial

review and possible change of policy should be brought to the attention of the division vice president.

5. The final paycheck will be processed no later than the next regularly scheduled payroll after the date of termination and will include any vacation pay that is due to the employee. The paycheck will be a regular check, not direct deposit.

The supervisors will be responsible for securing the return of all university property in the employee's possession including but not limited to: employee IDs, keys, credit cards, tools, cars, and computers. If any university property has been lost or damaged, the cost of replacing such property may be deducted from the employee's final paycheck. Each supervisor is to maintain an inventory list detailing complete assets in employee's possession so that all items are returned upon termination.

Vacation Policy for Administrative Employees

Vacation Philosophy

To protect the health and well-being of the university's employees, vacations are scheduled at the mutual convenience of the department and the employee. There is no provision for pay in lieu of earned vacation except at termination. For this reason, the university encourages all employees to take their vacation time within the calendar year in which it accrues. Accrued vacation may not be carried over into the calendar year following the year of accrual. Generally, vacation time may not be requested before it is earned during the first and last calendar years of employment. Otherwise, vacation time may be borrowed prior to its monthly accrual.

Conditions for Paid Vacation Time

The university provides paid vacation time to be used by the employee provided that the following requirements are met:

- The employee is eligible for vacation and has accrued the time; and
- The employee obtains supervisory approval.

Eligibility

Vacations with pay are granted to all eligible full-time employees. Twelve-month employees working less than 37.5 hours per week on a continuing basis are considered part-time and do not accrue vacation.

Earning Vacation

Vacation time for administrators will accrue at the rate of 1.666 days per month, starting the first of the month after the date of hire with John Carroll University. This rate does not exceed twenty (20) days per calendar year.

Scheduling Vacation

- Vacations are scheduled at the mutual convenience of the department and the employee.
- Each vacation day may be taken in ½ day increments and must be pre-approved by the department supervisor.
- University holidays occurring during a vacation period are not counted as vacation days.
- If scheduling conflicts arise, supervisors will take seniority into consideration when deciding which employee should be granted time off. This will occur only if all parties involved cannot come to an agreement on the vacation schedule.
- Although seniority may be taken into consideration, it should not be the usual deciding factor for determining vacation schedules. Each department member should be given the opportunity to exercise his or her vacation privilege during peak vacation request times.
- When operational, budget, or scheduling problems make it necessary, a supervisor may designate a specific vacation period.
- Serious illness of an employee occurring during vacation is considered sick leave and is not charged to vacation unless sick leave has been exhausted. Employees may be required to furnish a written physician's statement. If the illness constitutes a 'serious health condition' under the Family and Medical Leave Policy, an eligible employee must comply with those specific requirements. (See

Family and Medical Leave Act [FMLA] section in Absences and Leaves on page 46.)

- Another department of the university may not employ employees on vacation.

Leave

Vacation time accrues during a paid leave, but not during an unpaid leave.

Transfer

Employees transferring from one department to another department retain their accrued vacation. When a change in status occurs (i.e., administrative to staff), the method of accrued vacation will be adjusted accordingly.

Termination

In the event of separation from employment, an employee is entitled only to the accrued outstanding vacation time verified by the department supervisor and the Office of Human Resources. That amount will be paid to separating employees in their final paycheck. Accordingly, money owed to John Carroll University will be deducted from their final paycheck.

Records

Supervisors should keep a record of vacation time used for all employees. Those records should be reviewed and kept current. This information will be necessary prior to approving leaves of absence and for processing vacation time due at an employee's termination.

Ten-month Administrative Employee Benefits

John Carroll University offers benefits to those university Administrators that work full-time on a ten-month schedule. This special classification has some unique features and must be approved by the division Vice President as well as the Director of Human Resources. Below is an explanation of benefits provided to the employees who have been hired in a position of this category.

Vacation

Paid vacation time will be earned at a rate of $\frac{1}{2}$ day per month (5 days maximum) over the ten-month work period. Accrued vacation must be used within the ten-month period of accrual and cannot be carried over.

Holiday

Full-time ten-month Administrators are eligible for those paid holidays recognized by the University that fall **during the ten-month period worked**.

Personal Days

Once they have completed 90 days of continuous service, ten-month Administrators will be entitled to 2 Personal Days over any given ten-month work period. Personal days do not accumulate year-to-year; nor will employees be compensated for unused personal days upon termination.

Sick Time/Leave

Ten-month Administrators accrue sick days at a rate of $\frac{1}{2}$ day per month. Sick days may be carried over from one ten-month period to the next to a maximum of 30 days to ensure that such days are available in the event of a long-term illness. However, no employee is paid for unused sick days at the time of termination.

All other benefits are granted the same as full-time, 12 month employees.