



Use of University Facilities/Employee Purchasing/Discounts

Overview/Eligibility The University allows access to and use of facilities as described below.

Detail

BOOKSTORE

Full-time employees are eligible for a 10% discount on bookstore purchases except for rings and certain specially priced merchandise.

STUDENT HEALTH CENTER

Any employee injured may report for first aid treatment to the Student Health Center located on the ground floor of Murphy Hall. However, all injuries resulting from employment must be reported to the Human Resources Department.

FOOD SERVICE

Employees, visitors and guests may eat at any of the food venues on campus.

Arrangements can be made for personal use of University facilities for meetings and/or catered events on the campus, subject to availability and catering requirements. Information is available on-line. Generally these affairs can only be held when classes are not in session.

GYM AND SWIMMING POOL

During stated hours, the gym, including the pool, handball courts and exercise rooms are open to employee use. All must present identification and abide by the rules of use.

LIBRARY

Books may be borrowed in accordance with restrictions and fines in force.

EMPLOYEE PURCHASING/DISCOUNTS:

Employee Computer Purchase Program:

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.

DISCOUNTS:

From time to time various vendors/local retailers may offer discounts on their products and services. Please check the HR website for up to date offerings.