

# UNIVERSITY OF INDIANAPOLIS

## EMPLOYEE HANDBOOK - STAFF EDITION

Effective February 20, 2025



## Welcome and Introduction

Welcome! We are pleased you have chosen to be a part of the UIndy community. You have joined a team of professionals committed to a shared mission to champion lifelong learning through relevant and innovative education. We care for our University, our students, our community, and one another. As a valued member of our community, your talents and passion will contribute to our shared successes, and we hope that you will find your employment with the University of Indianapolis to be both rewarding and challenging.

This employment guide communicates basic guidelines and procedures relating to your employment and is not intended to be comprehensive or to address all possible applications of, or exceptions to, the general information included. This handbook is our attempt to keep you informed of the terms and conditions of your employment, including University of Indianapolis guidelines and employment procedures. Upon employment, you will be asked to sign an acknowledgment that you have read, understood, and agree to the contents of this handbook. The University complies with all federal and state employment laws, and this handbook generally reflects those laws. The University also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook. Information and procedures contained in University Handbooks and found on the MyUIndy [Policies](#) page, supersede any and all previously issued handbooks or policy statements, prior practices, written documents, representations, or statements dealing with the subjects addressed herein. The University reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. For employment-related information, all employees of the University are bound by the Human Resources Policies available on [MyUIndy's Student, Staff and Faculty Policies Page](#).

Neither this handbook nor any other communication by a University representative or other, whether oral or written, is intended in any way to create a contract of employment. The language used in this handbook is not intended to create nor is it to be construed to constitute a contract between the University of Indianapolis and any one or all of its employees. Unless an employee holds a written contract of employment signed by the President or Provost promising employment by the University for a specific term, the employee is an employee-at-will. At-will employment is not for any specific time and may be terminated at will, with or without cause, and without prior notice by the University, or you may resign for any reason at any time.

Please understand that no employee handbook can address every situation in the workplace. If you have questions about your employment or any provisions in this handbook, contact Human Resources at [hr@uindy.edu](mailto:hr@uindy.edu). We wish you success and enjoyment in your employment with the University of Indianapolis!

## Table of Contents

Section I: ABOUT THE UNIVERSITY .....	8
1.1 Vision .....	8
1.2 Motto.....	8
1.3 Identity.....	8
1.4 Mission.....	8
1.5 Values.....	8
1.6 Strategic Plan .....	9
1.7 University History .....	9
1.8 Our Organization .....	11
1.8.1 The Board of Trustees.....	11
1.8.2 University President.....	11
1.8.3 President’s Cabinet .....	11
1.8.4 Provost’s Council.....	11
1.9 The Role of Human Resources.....	11
1.10 Purpose of the Employee Handbook.....	12
Section II: OUR COMMUNITY.....	13
2.1 Notice of Non-Discrimination .....	13
2.2 Equal Employment Opportunity Policy .....	13
2.3 Sex Discrimination or Sexual Misconduct.....	14
2.4 Anti-Harassment and Discrimination Policy and Complaint Procedure.....	14
2.4.1 Policy Definitions and Examples of Unacceptable Behavior .....	14
2.4.2 Reporting a Complaint .....	15
2.5 Religious Accommodation .....	16
2.6 Reasonable Accommodation under the Americans with Disabilities Act .....	17
2.7 Accommodation for Pregnant and Nursing Employees .....	17
2.7.1 Accommodations for Nursing Mothers .....	18
2.8 Family Medical Leave Act .....	19
2.8.1 Eligibility .....	19
2.8.2 Family and Medical Leave Events .....	19
2.8.3 Military Caregiver Leave .....	19
2.8.4 Coordination with Benefits and Other Leave Policies .....	19
2.8.5 FMLA Leave Requests .....	20
2.8.6 Medical Certification for a Serious Health Condition .....	20
2.8.7 General Information .....	21
2.9 Employment Authorization Verification.....	22
2.10 Whistleblower Policy .....	22
Section III: EMPLOYMENT RELATIONSHIP .....	23
3.1 At-Will Employment .....	23
3.2 Employment Classifications.....	23

3.2.1	FLSA Classification.....	23
3.2.2	Employment Status Classification.....	24
3.2.3	Faculty, Staff, and Administrators .....	24
3.3	Student Employment.....	25
3.4	Employment of Minors.....	25
3.5	Employment Lifecycle and Re-Employment.....	25
3.5.1	Introductory Period.....	25
3.5.2	Separation from Employment .....	26
3.5.3	Re-Employment .....	27
3.5.4	Service Anniversary Dates.....	27
3.6	Employment Records and Employee Privacy .....	27
3.6.1	Personnel Records .....	27
3.6.2	Employee Personal Information .....	28
3.6.3	Position descriptions.....	28
3.6.4	Privacy and Release of Employee Information .....	29
3.6.5	HIPAA .....	29
3.7	Employment of Relatives.....	29
3.8	Consensual Romantic Relationships at Work.....	30
3.9	Retirement Programs and Criteria .....	31
3.10	Reduction in Force.....	31
3.11	Grant-Funded Positions.....	32
3.12	Working Outside the State of Indiana .....	32
3.13	Independent Contractors .....	32
3.14	Volunteering for the University .....	33
Section IV:	EMPLOYMENT PRACTICES .....	34
4.1	Hiring Practice.....	34
4.2	Onboarding and New Employee Orientation .....	34
4.2.1	Departmental Onboarding.....	34
4.2.2	New Employee Orientation .....	34
4.3	Annual Employee Training.....	34
4.4	Performance Management .....	35
4.5	Professional Development .....	35
4.6	Promotions & Transfers.....	35
4.6.1	Promotion .....	36
4.6.2	Transfer .....	36
4.6.3	Reclassified Positions.....	37
4.7	Recognition and Appreciation Programs.....	37
4.7.1	Employee Service Recognition.....	37
4.7.2	Faculty and Staff Achievement Awards .....	37
4.7.3	Other Recognition Programs .....	37
4.8	Corrective Action Procedures.....	38

Step 1: Informal Discussion: .....	38
Step 2: Coaching & Counseling:.....	38
Step 3: First Written Warning: .....	38
Step 4: Final Written Warning:.....	38
Step 5: Failure to Improve: .....	38
4.9 Staff Complaint Procedure .....	39
Step 1 - Informal Resolution via the Chain of Command .....	39
Step 2 - Submission of a Written Complaint .....	40
Step 3 - Written Appeal to Human Resources .....	40
4.10 Assigned Interim Responsibilities .....	40
4.11 Life Change Notification Procedures .....	41
4.12 Employee Suggestions Procedure .....	41
4.13 Nonsolicitation / Nondistribution.....	42
4.13.1 Solicitation .....	42
4.13.2 Distribution .....	42
4.14 Work Schedules .....	42
4.15 Working Location.....	43
4.16 Payroll Practices.....	43
4.16.1 Accessing Payroll Information .....	43
4.16.2 Direct Deposit .....	43
4.16.3 Pay Dates.....	44
4.16.4 Time Records.....	44
4.16.5 Leave Reports.....	45
4.16.6 Pay Corrections .....	45
4.16.7 Deductions from Pay.....	45
4.16.8 Pay Transparency Non-Discrimination Provision.....	46
4.16.9 Termination Pay .....	47
4.16.10 After Hours / Call-In Procedures .....	47
4.16.11 Employer-Sponsored Social Events .....	47
4.17 Work-related Travel.....	47
4.17.1 Travel Time Pay .....	47
4.17.2 Travel Expense Reimbursement .....	48
4.18 Mail Services .....	48
Section V: WORKPLACE STANDARDS .....	49
5.1 Expectations of University Employees .....	49
5.2 Guidelines for University Community Conduct .....	49
5.3 Workplace Violence Prevention Policy.....	50
5.4 Conflicts of Interest .....	51
5.5 Outside Employment .....	52
5.6 Gifts & Gratuities .....	53
5.7 Confidentiality .....	53

5.8	Attendance and Punctuality .....	53
5.8.1	Absence Reporting Procedures.....	53
5.9	Professional Appearance .....	54
5.10	Representing the University .....	54
5.11	Off-Duty Conduct.....	54
5.12	Personal Business During Work Hours .....	55
5.13	Use of University Technology .....	55
5.14	Cell Phone Use and Driving Safety.....	55
5.15	Purchasing Procedures .....	55
5.16	Supervisory Responsibilities .....	56
Section VI: WORKPLACE SAFETY .....		57
6.1	Campus Closures & Emergencies .....	57
6.2	Evacuation Procedures .....	57
6.3	Emergency Procedures .....	57
6.4	Watchdog Alert System .....	58
6.5	Role of University Police .....	58
6.6	The Clery Act in Higher Education .....	58
6.7	Working Safely .....	58
6.7.1	Workplace Housekeeping .....	59
6.8	Reporting On-the-Job Injury.....	59
6.8.1	Prevention of Workplace Injuries .....	59
6.8.2	Light Duty Work Program .....	59
6.8.3	Injury-Related Pay Considerations.....	60
6.9	Firearms and Dangerous Weapons Policy .....	60
6.10	Identification Cards.....	60
6.11	Parking & Vehicular Registration.....	61
6.12	Search Procedure.....	61
6.13	Key Procedures .....	61
6.15	Children in the Workplace .....	62
6.16	Animals in the Workplace.....	62
6.17	Non-Smoking Workplace .....	62
6.18	Drug-Free Workplace.....	63
Section VII: EMPLOYEE BENEFITS & OFFERINGS.....		64
7.1	Benefits Eligibility .....	64
7.2	Benefits Offerings by Eligibility .....	64
7.3	Details Available Regarding your Employment Benefits .....	65
7.4	Ancillary (“Supplemental”) Employee Benefits .....	65
7.5	403(b) and 457 Retirement Offerings .....	66
7.6	Paid Time Off (PTO) .....	66
7.6.1	Vacation Leave .....	66
7.6.2	Sick Leave .....	67

7.6.3	Holiday Pay.....	68
7.7	Other Paid Leaves from Work .....	70
7.7.1	Paid Family and Medical Leave (“Paid Staff Leave”) .....	70
7.7.2	Bereavement Leave .....	70
7.7.3	Jury Duty Leave .....	71
7.7.4	Military Leave.....	71
7.7.5	Sick Leave Donation Policy.....	72
7.8	Personal Leave of Absence (“Personal Leave”) .....	73
7.9	Tuition Assistance Programming .....	73
7.9.1	Tuition Discount .....	73
7.9.2	Tuition Exchange.....	74
7.10	Other Discounts and Benefits of Employment .....	75
7.10.1	On-Campus Benefits and Access.....	75
7.10.2	Campus Loans & Discounts .....	75

### **1.1 Vision**

The University of Indianapolis will be the institution of choice for a diverse group of learners who wish to engage with the world and enrich their lives through relevant and impactful education, and are empowered to transform the world with their knowledge and skills— Anywhere. Anytime. For life.

### **1.2 Motto**

The motto for the University of Indianapolis is “Education for Service.”

### **1.3 Identity**

The University of Indianapolis is a private, residential, metropolitan institution of higher learning that provides a transformational educational experience through strong programs in the liberal arts and sciences, selective professional and doctoral programs, collaborative partnerships throughout the city and the world, and a Christian tradition that emphasizes character formation and embraces diversity.

### **1.4 Mission**

The University of Indianapolis champions lifelong learning through relevant and innovative education that fosters experiential learning, diverse perspectives, service for impact, and a global mindset.

In pursuit of its mission, the University offers degree programs as well as credit and noncredit continuing education programs. A complete list of these programs is available from the Office of the Registrar.

### **1.5 Values**

The University imparts much more to its students than knowledge or practical skills. As an institution of higher learning, the University values:

- A. an emphasis on student learning in all aspects of University life;
- B. Faculty and student interaction that provides individual attention, engagement, and opportunities for mentoring;

- C. international experiences for students, Faculty, and Staff;
- D. engagement with religious traditions in an environment of hospitality, informed by the United Methodist Church and enriched by other traditions, religious and secular;
- E. purposeful engagement with the city of Indianapolis and the State of Indiana;
- F. ethical, responsible, and professional behavior with respect expressed among all members of the University community;
- G. individual contributions of all members of the University community toward advancing our mission;
- H. pursuit of University-wide learning goals: social responsibility, critical thinking, creativity, and performance.

## **1.6 Strategic Plan**

Our strategic plan, approved March 8, 2024, is titled “Engage, Enrich, Empower, Transform.” It reflects not merely our north star and our aspirations but specific priorities, plans, and initiatives that will lead us to realize our vision as an Institution of Choice. Our strategic plan is a culmination of input from our stakeholders who include both internal and external constituencies. They include our Faculty, students, staff, alumni, Trustees, and leaders from the corporate, government, and not-for-profit world, as well as thought leaders in the educational space. It recognizes the power of higher education as one of the most important drivers of social mobility and economic progress while reaffirming its place in an evolved society. It is a bold affirmation of our promise as an innovative, modern institution attuned to the needs of today’s learners.

## **1.7 University History**

The University of Indianapolis is a private residential institution. The Board of Trustees signed the articles of incorporation on October 6, 1902, and academic instruction began September 26, 1905, after the first building (now known as Good Hall) was completed.

The University offers its diverse student body a comprehensive set of general, pre professional, and professional programs grounded in the liberal arts. In keeping with its motto, “Education for Service,” the University is committed to contributing to the quality and vibrancy of life in its immediate and broader community.

The institution was founded as Indiana Central University but was popularly known as Indiana Central College from 1921 to 1975. After 1975, the use of the word “University” resumed. Over a decade later, in 1986, the name was changed to University of Indianapolis.

The University has been church-affiliated since its inception in 1902, when it was founded by the St. Joseph and White River conferences of the Church of the United Brethren in Christ. The Indiana Conference joined the venture the next year. From 1946 to 1968, following the merger of the Church of the United Brethren in Christ and the Evangelical Church, it was an Evangelical United Brethren institution. Since 1968, when the Evangelical United Brethren and Methodist churches merged, the University of Indianapolis has been affiliated with the United Methodist Church.

The University is comprised of the College of Education and Behavioral Sciences, College of Health Sciences (which includes the School of Occupational Therapy, Krannert School of Physical Therapy, and School of Nursing), School of Business, and Shaheen College of Arts and Sciences (which includes the R. B. Annis School of Engineering), as well as two centers of excellence, the Center for Aging and Community and the Center of Excellence in Leadership of Learning. The University awards the following degrees: Associate in Arts, Associate in Science, Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Liberal Studies, Bachelor of Music, Bachelor of Science, Bachelor of Science in Computer Engineering, Bachelor of Science in Computer Science, Bachelor of Science in Electrical Engineering, Bachelor of Science in General Engineering, Bachelor of Science in Industrial Systems Engineering, Bachelor of Science in Mechanical Engineering, Bachelor of Science in Nursing, Bachelor of Science in Software Engineering, Bachelor of Social Work, Master of Arts, Master of Arts in Teaching, Master of Business Administration, Master of Occupational Therapy, Master of Public Health, Master of Science, Master of Science in Athletic Training, Master of Science in Management, Master of Science in Nursing, Master of Social Work, Doctor of Health Science, Doctor of Nursing Practice, Doctor of Occupational Therapy, Doctor of Physical Therapy, and Doctor of Psychology. The most current Full Degree Program listings can also be found in the [Academic Catalog](#).

Dr. Tanuja Singh, who was inaugurated in April 2024, became the University's tenth President in July 2023. The University's nine previous Presidents were:

- J. T. Roberts (1905–1908)
- L. D. Bonebrake (1909–1915)
- I. J. Good (1915–1944)
- I. Lynd Esch (1945–1970)
- Gene E. Sease (1970–1988)
- G. Benjamin Lantz Jr. (1988–1998)
- Jerry Israel (1998–2005)
- Beverley J. Pitts (2005–2012)
- Robert L. Manuel (2012-2022)
- Phillip Terry (2022-2023, interim)

## **1.8 Our Organization**

### **1.8.1 The Board of Trustees**

The Board of Trustees of the University of Indianapolis is the legal entity of the University and carries full legal responsibility for all affairs of the institution. The essential functions of the Board shall be policy making and goal setting, assurance of sound management, and active participation in the provision of necessary funds or other resources as required to support the purpose of the University. The board has ultimate responsibility to determine general, educational, financial, and related policies deemed necessary for the administration and development of the University in accordance with its stated purposes and goals. The Board includes no less than thirty (30) and no more than forty-five (45) Trustees, selected from the community, the alumni, at-large representation from the state and nation, and three elected from each of the two Indiana conferences of the United Methodist Church. In addition, the following individuals will act as ex officio members; the President of the University, the Bishop of the Indiana Area of the United Methodist Church, and the President of the Alumni Association. In addition, the Immediate Past Chair of the Board of Trustees will be eligible to serve in an ex officio capacity for a term of two (2) years following the conclusion of his or her term as Chair. Board members are elected for terms of four years on a rotating basis, so that the terms of approximately one-fourth of the members expire each year.

### **1.8.2 University President**

The President is the chief executive officer of the University. The President is elected by the Board of Trustees and is responsible to the Board for the administration of all policies adopted by the Board and for the execution of all acts by the Board. Information about the [University President](#) is available at UIndy.edu.

### **1.8.3 President's Cabinet**

The President assembles a Cabinet that consists of the Provost, Vice Presidents, and other individuals in key roles at the University, as determined by the President. Information about the University's [Cabinet](#) is available at UIndy.edu.

### **1.8.4 Provost's Council**

The Provost assembles a Council that consists of the Associate Provosts, the Deans of the Schools and College, and the Dean of Students. The Provost may invite other individuals in key roles at the University. Information about the [Provost's Council](#) is available on the Provost's Office page on UIndy.edu.

## **1.9 The Role of Human Resources**

Human Resources is a strategic partner with the University's leadership team to develop and disseminate innovative human resource programs and services designed to support the vision and mission of the University of Indianapolis. The office's core services and competencies include

recruitment, employment, retention, training, employee relations, salary administration, benefits, payroll, and compliance with federal and state employment laws.

The Human Resources staff values our employees and strives to be respectful to their concerns, responsive to their needs and committed to their success. It is a place where employees may speak freely, solicit advice, and receive guidance to personnel-related issues and questions. Finally, an important goal is to promote a positive, caring work environment and to do all within Human Resources' power to encourage and support such an environment throughout the campus community. Human Resources provides many resources for faculty and staff on the [Human Resources](#) page on MyUIndy.

Human Resources encourages all employees to follow their chain of command in addressing situations and concerns within their work area, but the department also operates with an 'Open Door Policy'. The Open Door Policy encourages employees to discuss their concerns, provide feedback, and share ideas with the Human Resources department and management team. This policy aims to facilitate effective communication, build strong relationships, and address issues promptly.

#### **1.10 Purpose of the Employee Handbook**

This Handbook is meant to provide staff employees with foundational information about their workplace, their working relationship with the institution, and the benefits of employment with the University. It is important to understand that our Faculty maintains a Faculty Handbook in addition to this document, and the University's Policies are housed outside of this document. All University policies are reviewed by the University's faculty and staff, approved by the Policy Committee, and accessible on the [University Policies](#) page.

### **2.1 Notice of Non-Discrimination**

The University of Indianapolis does not discriminate on the basis of race, color, national origin, religion, sex, disability, sexual orientation (or gender identity or expression), or age in its programs and activities. The University complies with the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The following person has been designated to handle inquiries regarding the non-discrimination policies: Kara Ooley at 317-788-2127 or ooleyk@uindy.edu . For further information on notice of non-discrimination, contact the U.S. Department of Education Office for Civil Rights, 230 South Dearborn Street, 37th Floor, Chicago, Illinois 60604

### **2.2 Equal Employment Opportunity Policy**

All University of Indianapolis employees are protected from discrimination under the laws enforced by the Equal Employment Opportunity Commission of the United States (EEOC) as well as state and local laws barring discrimination and harassment. University employees and applicants for employment are covered by federal laws and Presidential Executive Orders designed to safeguard employees and job applicants from discrimination on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit based factors. These protections extend to all management practices and decisions, including recruitment and hiring, appraisal systems, promotions, training, and career development programs. Consistent with these obligations, the University also provides reasonable accommodations to employees and applicants with disabilities; known limitations related to pregnancy, childbirth, or related medical conditions; and for sincerely held religious beliefs, observances, and practices.

University employees and applicants are also protected against retaliation. Consistent with federal, state, and local laws, acts of retaliation against an employee who engages in protected activity, such as reporting or opposing discrimination or harassment, participating in the EEO process, requesting a reasonable accommodation, whistleblowing, or the exercise of any appeal or grievance right provided by law, will not be tolerated at University of Indianapolis. Importantly, the University will take prompt action when an employee, student, or non-employee is found to have engaged in discrimination, retaliation, or harassment (including sexual harassment).

All of us must be diligent in maintaining a workplace free from discrimination. This includes working to ensure that harassment, on any protected basis, does not occur in our workplace. University managers and supervisors have a critical role and responsibility to help prevent and eliminate harassment in the workplace. Likewise, all employees are reminded of their duty to not engage in harassing conduct and to

report promptly any such conduct if it occurs. Employees or applicants who believe that they have been subjected to discrimination, harassment, or retaliation should follow the reporting procedure outlined in Section 2.4s of this document - Reporting a Complaint.

It is incumbent upon all of us to ensure that the University is a model employer and serves as an example of equity and inclusiveness for all workplaces, within and outside the federal government. Likewise, each of us must take responsibility for implementing the University's Equal Employment Opportunity Policy and cooperating fully in its enforcement. In so doing, we reaffirm our collective commitment to a workplace free of unlawful discrimination, harassment, and retaliation.

### **2.3 Sex Discrimination or Sexual Misconduct**

The University will not tolerate behavior that constitutes sexual misconduct and will enforce its policy to the greatest extent possible if after an investigation it determines that sexual misconduct has occurred. Review the University's full [Sexual Misconduct Policy](#) on the University's Policies page.

### **2.4 Anti-Harassment and Discrimination Policy and Complaint Procedure**

The University of Indianapolis is committed to providing a work environment in which individuals are treated with fairness, respect and civility. University employees and students have a right to work and learn in a place that is free from discrimination and harassment, sexual or otherwise. Through this policy, the University explains its intolerance of verbal, visual and physical conduct that demeans another, unreasonably interferes with an individual's job, or creates an intimidating, hostile or offensive working environment.

The University encourages and expects the prompt reporting of perceived incidents of discriminatory or harassing conduct, regardless of the offender's identity or position. The University will respond to every complaint in violation of this policy. Complaints will be handled promptly and confidentially to the extent possible while conducting a thorough investigation and administering disciplinary action. This policy prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Conduct prohibited by this policy is unacceptable in the workplace or in work settings and is subject to disciplinary action up to and including termination. Additionally, off-duty conduct that violates this policy and affects the work environment is subject to disciplinary action up to and including termination.

#### **2.4.1 Policy Definitions and Examples of Unacceptable Behavior**

**Discrimination** – The act of treating people differently based on their actual or perceived membership in a certain group or category based on race, color, national origin, age, religion, disability status, sex,

sexual orientation, gender identity, genetic information, marital status, or any other characteristic protected by law.

Harassment – Any verbal, written, physical, electronic or other conduct based upon an individual’s protected status that creates a hostile environment or becomes a term of employment.

Sexual Harassment – Sexual harassment, as defined by Title IX of the Education Amendments Act of 1972 and clarified in 2020 by regulations promulgated by the U.S. Department of Education, “means conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the [University] conditioning the provision of an aid, benefit, or service of the [University] on the individual’s participation in unwelcome sexual conduct; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the [University’s] education program or activity; or (3) Sexual assault[,] . . . dating violence[,] . . . domestic violence[,] . . . or stalking[.]” 34 C.F.R. § 106.30(a).

Retaliation - Any adverse action taken against an individual because he or she filed a complaint of discrimination or harassment or participated in the investigation of complaint or violation of this policy. Retaliation may include adverse employment actions, threats, coercion or intimidation.

## **2.4.2 Reporting a Complaint**

Employees who believe they have experienced or witnessed discriminatory, harassing or retaliatory conduct should promptly report their concerns to any of the following:

- Director of Human Resources; or
- Employee’s immediate supervisor; or
- University Vice President; or
- Title IX Coordinator, in instances of sexual harassment or misconduct.

Supervisors and/or vice presidents who receive a complaint must promptly notify the Director of Human Resources and the Title IX Coordinator, if applicable. Any complaints involving students should be directed to the Dean of Students and/or the Title IX Coordinator. Information about reporting complaints of sex discrimination or sexual misconduct is found in the [Sexual Misconduct Policy](#). All allegations of conduct that is covered by the Sexual Misconduct Policy will be governed by its investigation and hearing process.

All complaints will be investigated promptly, and confidentiality will be protected to the extent possible. A timely resolution of each complaint should be reached and communicated to the parties involved. Employees may be requested to cooperate with an investigation. Failure to cooperate with an investigation is grounds for termination; providing false information during any investigation may lead to disciplinary action, up to and including termination. If the investigation confirms conduct that violates this policy has occurred, the University will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report.

The Director of Human Resources may recommend appropriate preventive action if the investigation is inconclusive or if no violation is found but the conduct is deemed problematic.

Employees found to have made false and malicious complaints of discrimination, harassment or retaliation (as opposed to those made in good faith) will be subject to disciplinary action up to and including termination.

Complaints that do not involve discrimination, harassment, sexual misconduct, or intimidation are to be resolved through the Staff Grievance Procedure, which is detailed in the Personal Conduct section of this Handbook.

Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

## **2.5 Religious Accommodation**

The University will provide a respectful, inclusive, and supportive work environment for employees of all religious beliefs and practices. In accordance with federal, state, and local laws, we will make reasonable accommodations for employees' sincerely held religious beliefs and practices unless such accommodations would pose an undue hardship on the company's operations.

Employees who wish to request accommodations for their sincerely held religious beliefs or practices should contact Human Resources to submit their request. The University may require additional information to evaluate the request, such as a letter from a religious leader or spiritual advisor. After receiving your request, the University will engage in an interactive dialogue with you to explore potential accommodations that could resolve the conflict between your religious beliefs or practices and work requirements. The University is not required to make any specific accommodation requested and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the institution.

The University will not discriminate or retaliate against employees who, in good faith, request a religious accommodation under this policy.

## **2.6 Reasonable Accommodation under the Americans with Disabilities Act**

The University is committed to the fair and equal employment of individuals with disabilities under the ADA. It is the University's policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the company. The University prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities (i.e. physical or mental impairment limiting one or more major life activities) to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee or applicant with a disability may request an accommodation from the HR department and should specify what accommodation is needed to perform the job and submit medical documentation from a physician explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The University will review the request and engage in an interactive process with the employee or applicant to identify if such an accommodation can be made, or if any other possible accommodations are appropriate. The University is not required to approve any accommodation(s) that would impose undue hardship on its operations. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

It is the policy of the University of Indianapolis to prohibit harassment or discrimination based on disability or because an employee has requested a reasonable accommodation. The University prohibits retaliation against employees for exercising their rights under the ADA or other applicable civil rights laws. Employees should use the procedures described in the Harassment and Complaint Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed.

## **2.7 Accommodation for Pregnant and Nursing Employees**

University of Indianapolis is committed to providing a fair and supportive work environment for all employees, including those who are pregnant or have pregnancy-related medical conditions. In accordance with the Pregnant Workers Fairness Act (PWFA), the University will provide reasonable accommodation to pregnant employees for known limitations related to pregnancy, childbirth, or related medical conditions.

Examples of reasonable accommodations include, but are not limited to:

- Modifications to work schedules or breaks;
- Adjustments to work equipment or seating arrangements;
- Modifications to work duties or job responsibilities;
- Leave or time off for medical appointments or recovery; or

- Limitations on strenuous activities or those that involve exposure to compounds not safe for pregnancy.

If you require an accommodation, notify Human Resources. It may be necessary to submit medical documentation from a physician explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The University will not require you to accept any accommodation without engaging in the interactive process to accurately understand your limitations and explore potential accommodations. The University is not required to make your specific requested accommodation and is not required to provide any accommodation that would constitute an undue hardship on the institution.

If leave is provided as a reasonable accommodation, it may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by law.

The University will not retaliate against employees who request or receive an accommodation under this policy.

### **2.7.1 Accommodations for Nursing Mothers**

University of Indianapolis will provide nursing mothers reasonable break time to express milk for their infant child for up to one year following the child's birth.

If you are nursing, you will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from coworkers and the public. Contact Human Resources for specific information about available lactation spaces.

If you are unable to locate a suitable refrigeration unit in your area to store expressed milk, please contact Human Resources for assistance. Employees storing milk in the University refrigerators assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering.

Break time taken for nursing should, if possible, be taken concurrently with any other break time already provided. If you are nonexempt, clock in and out during any time taken that does not run concurrently with normally scheduled rest periods. Break time may be unpaid where permissible by applicable law.

You must make reasonable efforts to not disrupt University operations. You are encouraged to discuss the length and frequency of these breaks with your supervisor. The University will not discriminate or retaliate against employees who express breast milk in the workplace in accordance with this policy.

## **2.8 Family Medical Leave Act**

The Family Medical Leave Act Leave (“FMLA Leave”) is an unpaid leave entitlement that employees may use in cases where they must miss work due to a qualifying reason. The University of Indianapolis will comply with all federal and state regulations related to FMLA Leave and this policy outlines the applicable rules and procedures.

### **2.8.1 Eligibility**

Employees are eligible for FMLA Leave if they meet the following criteria:

1. Have worked for the University for at least 12 months
2. Have worked at least 1,250 hours for the University during the 12 calendar months immediately preceding the request for leave

The 12 months of service need not be consecutive, but employment before a break in service of seven (7) years or more will not be counted, unless the break in service was caused by the employee’s USERRA covered service obligation.

### **2.8.2 Family and Medical Leave Events**

Eligible employees may take up to a combined total of 12 weeks of unpaid leave within a given rolling 12-month period (rolling backward from the leave period’s start date) for any of the following qualifying reasons:

- To bond with a newborn, adopted, or fostered child within the 12-month period following the birth, adoption, or foster date
- To care for a spouse, child, or parent who has a serious health condition
- A serious health condition (including pregnancy) that makes the employee unable to work
- For qualifying reasons related to a spouse, child, parent, or next of kin’s deployment to active duty in a foreign country (i.e., “Qualifying Exigency Leave”)

### **2.8.3 Military Caregiver Leave**

Eligible employees may take up to 26 weeks of unpaid leave within a given 12-month period, beginning on the leave period’s start date. to care for a spouse, child, parent, or next of kin who is a current servicemember or recent veteran with a serious injury or illness. The allotted 26 weeks of leave is reduced by FMLA Leave taken by the employee during that period for other qualifying reasons.

### **2.8.4 Coordination with Benefits and Other Leave Policies**

While on an approved FMLA Leave, eligible staff employees must exhaust available Paid Staff Leave, accrued Sick Leave, and accrued Vacation Leave, respectively, concurrent with the approved FMLA Leave period before leave becomes unpaid. Faculty employees must exhaust available Paid Faculty Leave concurrent with the approved FMLA leave period before leave becomes unpaid. FMLA Leave will also run concurrently with qualifying time away from work covered under Workers Compensation due to an

injury that occurred during work or any other qualifying leave or disability program provided through the University. Employees will not receive holiday pay during a full week of FMLA Leave.

All payroll deducted insurance premiums will be withheld from any paychecks processed during the approved leave period. If an employee is on unpaid FMLA Leave, the employee will be responsible for paying any premiums necessary to maintain coverage of any payroll deducted insurance plan. Employees may make arrangements with the Human Resources Department to make payments via check or money order to cover missed insurance premiums, or repay premiums via increased payroll deductions upon return to work. Employees will be given a 30-day grace period following the leave end date (or termination date if the employee does not return to work) to pay any insurance premiums owed.

### **2.8.5 FMLA Leave Requests**

Employees who must be absent from work for three (3) or more consecutive days, or who otherwise need a leave for reasons that qualify, should request FMLA Leave by submitting the online [Leave Request Form](#) or requesting a paper request form from the Human Resources Department (hr-benefits@uindy.edu).

If the need to use FMLA Leave is foreseeable, the employee must give the University at least 30 days' prior notice of the need to take leave. When 30 days' notice is not possible and/or the leave is unforeseeable, the employee must give notice as soon as practicable which is the same or next business day upon learning of the need for leave, absent extenuating circumstances. of learning of the need for leave except in extraordinary circumstances). Failure to provide such notice may be grounds for delaying the start of the FMLA leave.

When submitting a request for leave, the employee must provide sufficient information for the University to determine if the leave might qualify as FMLA leave and provide information on the anticipated duration of the leave. Calling in "sick" is not sufficient. Employees also must inform the University if the requested leave is for a reason for which FMLA leave was previously taken or certified.

### **2.8.6 Medical Certification for a Serious Health Condition**

A "serious health condition" is generally defined as an illness, injury, impairment, or mental condition that involves inpatient care or continuing treatment by a health care provider. A medical certificate completed by a healthcare provider will be required when the request falls under a serious health condition qualifying reason.

The University will notify the employee when a medical certificate is required, and the medical certificate must be provided within fifteen (15) days after it is requested. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided.

The University, at its expense, may require an examination by a second healthcare provider designated by the University, if it reasonably doubts the medical certification initially provided. If the second

healthcare provider's opinion conflicts with the original medical certification, the University, at its expense, may require a third, mutually agreeable, healthcare provider to conduct an examination and provide a final and binding opinion. Each medical certification is valid for the period stated on the certification or for a period of six (6) months if the need for FMLA Leave lasts more than six (6) months or is undefined. The University may require subsequent medical recertification. Employees may also be required to provide a fitness-for-duty ("return-to-work") certification as required before resuming job duties after a leave for the employee's own serious health condition.

### **2.8.7 General Information**

FMLA Leave due to a serious health condition qualifying exigency, or military caregiver leave may be taken intermittently (i.e., in separate blocks of time) or on a reduced-schedule leave (reducing the usual number of hours worked per workweek or workday) if medically necessary. If leave is unpaid, the University will reduce the employee's pay based on the amount of time actually worked. In addition, while an employee is on an intermittent or reduced-schedule leave due to recurring medical treatments, the University may temporarily transfer the employee to an available alternative position that better accommodates the recurring leave and that has equivalent pay and benefits. An employee requesting a foreseeable intermittent or reduced scheduled leave must attempt to schedule the leave so as not to disrupt University operations.

The University may require certifications of the need for FMLA Leave for reasons other than a serious health condition. Such certifications, when requested, must be provided within fifteen (15) days.

In cases where a married couple is employed by the University, the two spouses together are limited to a combined total of 12 weeks' leave for the birth or placement of a child or for a parent's serious health condition, or to a combined total of 26 weeks' leave to care for the same military member. This combined limitation does not impact the total amount of leave to which each employee is entitled.

Time spent on leave without pay will not be counted in computing years of service that apply toward eligibility for promotion and tenure. Additionally, time spent on leave without pay will not be counted toward accruing additional sick or vacation time.

When an employee returns from an FMLA Leave, the University will return the employee to the position they held at the beginning of the leave, unless such role no longer exists for reasons unrelated to the leave, or to an equivalent position. Highly compensated employees may not be returned to their former or equivalent position following a leave if restoration of employment will cause substantial economic injury to the University. The University will notify employees if they qualify as "highly compensated" employees if the University intends to deny reinstatement, and of employees' rights in such instances.

Please contact [hr-benefits@uindy.edu](mailto:hr-benefits@uindy.edu) if you have any questions about this policy.

## **2.9 Employment Authorization Verification**

New employees are required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with the University of Indianapolis. New employees that have not provided proof of employment eligibility within the specified time period will not be allowed to work until the requirement is fulfilled.

Employees who are authorized to work in this country for a limited period of time will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the University.

## **2.10 Whistleblower Policy**

A whistleblower, as defined by this policy, is an employee who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate University representatives are charged with these responsibilities. All reports of illegal and dishonest activities will be promptly submitted to the Director of Human Resources who is responsible for investigating and coordinating corrective action. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of an illegal or fraudulent activity, the employee is to contact his/her immediate supervisor or the Director of Human Resources. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The University of Indianapolis will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Director of Human Resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Employees with questions about this policy should contact the Director of Human Resources.

### **3.1 At-Will Employment**

Your employment with University of Indianapolis is on an "at-will" basis unless otherwise stated in a written individual employment agreement signed by the University's General Counsel.

As an at-will employee, your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the University at any time, with or without notice and with or without cause. Nothing in this handbook or any other University document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the University President or the University's General Counsel has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the University President or General Counsel. If a written contract between you and the University is inconsistent with this handbook, the written contract is controlling.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended to and do not create an employment contract for any specific period of time.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act (NLRA). Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. University of Indianapolis employees have the right to engage in or refrain from such activities.

This policy may not be appropriate in its entirety for employees working in Montana.

### **3.2 Employment Classifications**

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, the University classifies its employees as shown below. The University may review or change employee classifications at any time, and questions about classification should be referred to Human Resources.

#### **3.2.1 FLSA Classification**

The Fair Labor Standards Act (FLSA) establishes a minimum wage, requires overtime pay for workers, and sets record-keeping requirements for employers. The law also established that certain employees

may be 'exempt' from the provisions of the FLSA. The University designates all employees as either exempt or nonexempt in compliance with applicable federal, state, and local law, and Human Resources is responsible to conduct the classification review process.

- Exempt Employees: Exempt employees are generally paid a fixed salary and are not eligible to receive overtime pay.
- Nonexempt Employees. Nonexempt employees are paid on an hourly basis above the minimum wage and are entitled to receive overtime pay for overtime hours worked.

### **3.2.2 Employment Status Classification**

The University also assigns each employee to one of the following categories:

- Full-Time Employees. Full-time employees are normally scheduled to work at least 37.5 hours per workweek over twelve (12) months, except for approved time off. Full-time employees are eligible for all employee benefits.
- Part-Time Employees. Part-time employees are normally scheduled to work less than 37.5 hours weekly. Part-time employees at the University may be regular or non-regular, and benefits eligibility is dictated by this further classification. Generally, part-time employees working 19 or fewer hours per week or fewer than 1000 hours per year are considered non-regular and benefits ineligible.
- Regular employees: Regular employment status indicates that a position is not temporary, seasonal, or infrequent or irregular.
- Non-regular Employees: Non-regular employment status indicates either a temporary position, a seasonal position, or a part-time position where work hours may be irregular, infrequent, or inconsistent. Non-regular employees are not eligible for most employee benefits.

Employees are notified of their employment classification, status, and responsibilities at the time of hire and at any time classification, status, or responsibilities change. These classifications do not alter employment at-will status. If you have a question regarding this information, contact Human Resources.

### **3.2.3 Faculty, Staff, and Administrators**

Faculty are teaching members of the University and are governed by the policies contained in the Faculty Handbook. Information about faculty status is located in Section 1.10 of the Faculty Handbook.

Staff members perform a wide range of important job functions for the University. Staff consists of those employees, other than students, who are not classified as faculty. This employee handbook applies to all personnel classified as "Exempt and Non-Exempt Staff".

An Administrator oversees administrative affairs. These employees include all levels of Deans, Provosts, and Presidents. Information about the Administrative Structure is found in Section 1.9 of the Faculty Handbook.

### **3.3 Student Employment**

UIndy undergraduate day students and graduate students who are making academic progress toward the completion of a degree are eligible to be student employees. University students who wish to seek employment at the University must do so through the Professional Edge Center. More information about the criteria to be eligible for student employment is included in the [Student Employee Handbook](#); students employees are advised to review the Student Employee Handbook for information regarding their employment.

Student employees are considered “at will” employees. Their employment is short-term and is contingent on their enrollment and continued academic progress. Student employment status terminates immediately when enrollment does not meet the above stated guidelines. All hourly paid student positions are temporary and thus not eligible to participate in the University benefits programs. Full-time students are not eligible to work full-time in a benefits-eligible position at the University.

### **3.4 Employment of Minors**

The University will comply with all federal, state, and local regulations relating to employment of individuals under the age of eighteen (18) years. No minor under the age of 14 may be employed by the University. For more information, review state and federal regulations in the [State of Indiana](#) and via the [US Department of Labor](#).

### **3.5 Employment Lifecycle and Re-Employment**

#### **3.5.1 Introductory Period**

The new employee introductory period is the first six (6) months for exempt and non-exempt staff, and one (1) year for police officers, who are hired or transfer into a new position. The introductory period is a time designated for new employees to learn new responsibilities, learn about the organization, and to make progress towards meeting performance standards. During this time, employees are encouraged to ask questions to ensure a full understanding of work expectations and resources available to employees.

Each new employee will receive a performance evaluation after six (6) months in their position. A successful performance evaluation completes the introductory period. If the employee’s supervisor determines that additional time is needed to meet performance expectations, the introductory period may be extended with Human Resources approval. Completion of this introductory period does not imply guaranteed or continued employment; nothing that occurs during or after this period should be construed to change the nature of the ‘at-will’ employment relationship.

Employees are not eligible to be considered for another position outside of their department until their successful completion of the introductory period. Employees may be considered for a different position within their department during the introductory period, with their supervisor's approval. In rare circumstances, an employee may request an exception in order to consider a position outside their department. These requests should be submitted to Human Resources and reviewed by the employee's current supervisor.

### **3.5.2 Separation from Employment**

An employee's last day of work will be their official termination date. The University will pay separating employees in accordance with all applicable laws and regulations, and in accordance with this handbook. Except in cases of gross misconduct, employees who have successfully completed the new employee introductory period will be paid for vacation days that have accrued but have not been taken. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be provided to the employee via their personal contact information on-file in Human Resources. It is the employee's responsibility to return all University property, including University identification, parking permit, key(s), technology, etc. to their supervisor on their last day of employment. The University retains the right to seek legal action to recover the value of any property that is not returned.

**Resignation:** In all cases of voluntary resignation, or a separation initiated by the employee, employees are asked to provide a written notice to their supervisor at least ten (10) working days in advance of the last day of work. Employees are expected to work the two-week notice period; normally, vacation leave will not be granted during the notice period. The University may, at its discretion, accept or reject an employee's request to rescind or modify the resignation letter. The University reserves the right to provide a separating employee with pay in lieu of notice in situations where job responsibilities or operational needs warrant. Although providing notice is not required, failure to provide the appropriate written notice may adversely affect the employee's opportunity for re-employment with the University. If the employee's decision to terminate is based on a situation that could be corrected, the employee is encouraged to discuss the issue with his/her supervisor or Human Resources Business Partner prior to making a final decision.

**Exit Feedback:** In most cases, Human Resources will request feedback from separating employees about their employment experience via an exit survey and/or exit interview. A member of Human Resources will contact the terminating employee after notice is received of intent to terminate. Employee feedback received will be used by the University to track trends and make improvements to the employee experience.

**Reduction in Force:** Should it become necessary to reduce the number of employees or work hours, this will be done at the discretion of the company.

Separating employees should notify the University of any changes to their address or contact information during the calendar year in which the separation occurs, to ensure the University is able to properly provide tax documentation or other necessary information.

### **3.5.3 Re-Employment**

Employees who have voluntarily resigned from the University in accordance with the resignation procedures and whose employment records are in good standing are eligible for re-employment. Former employees interested in re-employment must submit their application materials for an advertised vacant position through the University's online jobs portal.

Employees who are separated or who resign due to a policy violation or an instance of gross misconduct will not be eligible for re-employment.

Re-employment in a different position or career path requires the former employee to serve a new employee introductory period.

### **3.5.4 Service Anniversary Dates**

The date regular full-time and regular part-time staff begin their current term of continuous employment at the University is the employee's "Anniversary Date." The anniversary date is used to determine eligibility for specific employee benefits including, but not limited to: vacation leave accrual rate, the University's contributions to the employee's regular retirement account, participation in the tuition discount and exchange programs, and service milestone recognition.

Re-employed individuals in full-time regular or part-time regular positions will have their employment bridged for the purpose of their service anniversary when returning less than six (6) months from their separation date. Individuals who are re-employed by the University after having been separated from employment (excluding project and temporary appointments) for more than 180 days will be considered new employees. Note that medical benefits will be reinstated for employees returning to a benefits-eligible University position within thirty (30) days or less after their termination date. Further information about the University's retirement benefit is located in Section 7.5 of this document and in the Summary Plan Description.

This practice bridges service for some University benefits but should not be interpreted to imply an expectation of continuity to pay structure or rate. Compensation for returning employees will be offered as consistent with the position they are considering.

## **3.6 Employment Records and Employee Privacy**

### **3.6.1 Personnel Records**

Confidential employee files are maintained in the Human Resources department. Separate medical and personnel files are maintained for each employee in a secure location. Personnel files may include:

employment applications, resume / CV, employment offer letter, new employee agreements, tax information, performance evaluations, salary-related notices, and other employment records. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only. An employee's supervisor may have access to the employee's personnel file for possible employment-related decisions.

To maintain employee privacy, employees may examine their personnel records in accordance with the following procedures:

- Records may be reviewed after scheduling an appointment with Human Resources;
- Records may only be examined in the Human Resources office and in the presence of a Human Resources representative;
- No record may be removed from Human Resources; and
- Upon request, an employee may receive a duplicate copy of any document within their personnel file.

Any request by an outside party for information that may be contained in an employee's personnel file must be submitted to Human Resources for review. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

### **3.6.2 Employee Personal Information**

It is the responsibility of each employee to promptly notify Human Resources of any changes in personal data. Personal mailing addresses, telephone numbers, names and number of dependents, marital status, individuals to contact in the event of emergency, educational accomplishments, and other information must be accurate and current at all times. Information may often be updated by the employee within the Employee Self-Service portal on MyUIndy; other information may be updated by contacting the Human Resources department directly.

### **3.6.3 Position descriptions**

The University attempts to maintain an accurate position description for each position within the organization. Position descriptions prepared by the institution serve as an outline to the tasks, responsibilities, expectations, and standards of a position. No position description will cover every task or duty assigned, but these descriptions will aid in orienting new employees to their jobs, identifying appropriate requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals, as needed.

Position descriptions are written collaboratively between supervisors and Human Resources when new positions are created. Existing position descriptions should be reviewed and revised regularly to ensure that they are fully updated; position descriptions may be rewritten periodically to reflect appropriate

changes in the position's duties and responsibilities. As needed, employees will be expected to assist in ensuring that their position descriptions are accurate and complete, reflecting the work performed in their role.

#### **3.6.4 Privacy and Release of Employee Information**

The University may receive inquiries from third parties about former or current employees for the purposes of confirming employment, security clearance, etc. In response to these requests, the University will only confirm dates of employment, wage rate, and position(s) held. The University partners with a third party to respond to these types of requests to create an additional layer of security; information about this process is available in the [Payroll](#) section on MyUIndy.

Release of any additional information about former or current employees is at the sole discretion of the University and may be provided as required by law or upon receipt of a detailed written release signed by the employee. All such requests for information must be referred to Human Resources.

#### **3.6.5 HIPAA**

The University is committed to ensuring the privacy and security of protected health information (PHI) in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its implementing regulations. The institution implements physical, technical, and administrative safeguards to protect PHI from authorized access, use, or disclosure. These measures include but are not limited to: restricted access to PHI, secure electronic transmission of PHI, and regular risk assessments to identify vulnerabilities. Any third-party vendors or contractors with access to PHI are required to sign a Business Associate Agreement, ensuring that they comply with HIPAA regulations and maintain the confidentiality of patient information.

It is the University's policy to comply fully with all aspects of HIPAA and its implementing regulations. Reference [MyUIndy Benefits page](#) for additional notices and information related to HIPAA.

#### **3.7 Employment of Relatives**

The University will not employ friends or relatives in circumstances where actual or potential conflicts may arise that could compromise supervision, safety, confidentiality, security, and/or morale at the institution. Employees are obligated to inform the University of any such potential conflict, by notifying Human Resources, so that the University can determine how best to respond to the situation.

To avoid actual or potential conflicts, the University may consider employment of a current employee's relative if a) the person concerned will not work in a direct-line-of-supervision with their relative, and b) the employment will not pose difficulties for the supervision, security, safety, or morale of employees. For the purposes of this guideline, "relative" is defined as a spouse, child, parent, brother, sister, grandparent, grandchild, or in-law.

The control and management of the University are vested in a Board of Trustees; the board has ultimate responsibility to determine general, educational, financial and related policies deemed necessary for the administration and development of the University in accordance with its stated goals. While members of the Board of Trustees are not employees of the University, their role in policy-making and goal-setting for the University could create an actual or perceived conflict should a relative be employed at the University. It is the responsibility of the individual considering employment with the University to notify the institution of any familial relationship with a member of the Board of Trustees.

Current employees who marry one another or become involved in a domestic partnership will be permitted to continue employment with the company provided the relationship does not create an actual or perceived conflict, as described previously in this section. Should employees marry or become involved in a domestic partnership while employed in roles that could create a conflict, the University may attempt to reassign one of the employees to another position for which the employee is qualified if such a position is available. If no such position is available, the employees will be permitted to determine which one of them will resign from the company.

### **3.8 Consensual Romantic Relationships at Work**

This policy will provide guidance to all staff members concerning the risks associated with consensual romantic or sexual relationships between members of the University community where a conflict of interest between the parties exists or may exist.

Conflicts of interest may arise when relationships occur between and among employees, students and prospective employees. Current procedures exist which prohibit employees from evaluating the work of others with whom they have close and intimate familial relationships or from making employment, promotional or similar decisions. It is the employee's responsibility to inform the immediate supervisor concerning the relationship. If the relationship involves the immediate supervisor, then the employee should inform the next level of management. This level of management is responsible for making the necessary arrangements to eliminate or resolve any conflict or possible conflict.

The University's educational mission is promoted by the professionalism in its faculty-student and staff-student relationships. Staff employees are cautioned that consensual romantic relationships with student members of the University community, while not expressly prohibited, can prove problematic and may lead to complaints by students of sex discrimination or sexual misconduct. While some relationships may begin and remain harmonious, they are susceptible to being characterized as non-consensual and even coercive. This sometimes occurs when such a relationship ends and is exacerbated by the inherent power differential between the parties. A staff member involved in a consensual relationship with a student is obligated to report the relationship to their supervisor. This expectation arises because the relationship may impair, or may be perceived as impairing, a faculty, or staff member's ability to make objective judgments about that student.

### **3.9 Retirement Programs and Criteria**

Employees will be recognized as a retiree from the University of Indianapolis if, at the time of departure, a faculty or staff member has completed at least ten (10) years of continuous service and is 55 years of age or older. Individuals recognized for retiring from the University retain certain privileges including a pass or continuing use of a University ID card for access to library materials, admission to most all athletic events, admission to most performance events on-campus, and a discounted fee for use of the Ruth Lilly Fitness Center.

In addition to recognition for retirement, faculty and staff may be nominated for Emeriti status. Emeriti status is conferred to recognize the meritorious contributions of eligible employees to the mission and accomplishments of the University of Indianapolis during their careers. Staff and Faculty Emeritus are conferred benefits beyond the retirement recognition listed above. Information about the benefits for emeriti, the nomination and selection process, and eligibility are included on the Provost's page at [UIndy.edu](http://UIndy.edu).

All employees separating from the University due to retirement - regardless of whether the retirement will be recognized as a retirement from the University via one of the programs detailed above - may contact Human Resources to discuss practices and procedures that may be helpful in preparing for retirement.

### **3.10 Reduction in Force**

While the University's goal is to provide stable and continuous work for its employees to the extent possible, the institution may implement a reduction in force (RIF), if necessitated by operational or fiscal circumstances. While reductions in force are trying for all members of the University community, the institution will endeavor to make sound decisions and to treat all members of our community with respect and compassion.

If an employee's position ends due to a reduction in force, the employee will generally be eligible for rehire at the University. Further, employees who have been recently separated due to a reduction in force will be considered for any positions that become available within 30 days of their separation date and to which they are qualified.

Should a University department identify a need to eliminate a staff position, Human Resources must be contacted immediately.

### **3.11 Grant-Funded Positions**

Positions funded in whole or in part by grant or contract supported funds, are subject to termination by the University at any time in the event of reduction or termination by the source of the grant or contract funds that support this position.

Should a grant or contract supported position be eliminated, any accrued vacation hours will be administered under the terms of the grant.

### **3.12 Working Outside the State of Indiana**

Modern work arrangements may involve employees residing in states outside of our primary business location, upon agreement and approval from the employee's supervisor and Human Resources. Employees working remotely from a different state will generally be considered employees of the state in which they perform work, not the state where the company is headquartered. As such, the University must and will comply with the employment laws, tax obligations, and regulations of the employee's work state. The institution will withhold state income taxes from the employee's paycheck based on the tax laws of the state in which they perform work, where appropriate. The University will maintain appropriate workers' compensation and insurance coverage for employees working in different states, as required by local regulations.

As such, it is the responsibility of each employee to communicate with both their supervisor and Human Resources with regards to their work location, should they wish to work outside the state of Indiana. These requests must be reviewed and approved prior to the employee's working from a different state, so that the University can confirm its ability to comply with local and state regulations.

The University may identify states or municipalities where the institution would be unable to ensure compliance with local regulation; in this circumstance, the University reserves the right to prohibit remote work from these locations.

Employees may not work remotely for the University from a location outside the United States.

### **3.13 Independent Contractors**

An Independent Contractor is an individual who performs services for an organization or person but maintains control over how the work is done. Independent Contractors are not employees of the University of Indianapolis, and they are not covered by the information included in this Guide.

Employees who are considering the use of independent contractors for University services must review the University's [Independent Contractor Policy](#).

### **3.14 Volunteering for the University**

Volunteers contribute to the University community and our students in many ways. According to the U.S. Department of Labor (DOL), a volunteer is an individual who performs hours of service for a public agency for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation for services rendered. Volunteers are not employees of the University of Indianapolis, and they are not covered by the information included in this Guide.

Recognizing the value that volunteers have in furthering the University's vision and mission, the University's [Volunteer Policy](#) outlines the relationship between volunteers and the University of Indianapolis.

#### **4.1 Hiring Practice**

The University of Indianapolis's recruiting and selection processes are conducted in an effort to ensure the employment of the best qualified applicant. These activities must be carried out in a manner consistent with the University's commitment to the principles of equal opportunity for all. Hiring teams and search committees will use the resources available within the University's Recruitment & Selection Guide on MyUIndy's [Recruitment](#) page to guide the recruitment and hiring process.

#### **4.2 Onboarding and New Employee Orientation**

##### **4.2.1 Departmental Onboarding**

Each new employee will receive an orientation to the University, their department, and their responsibilities in their new position within the first week of their new role. Transferring and promoting employees should receive an abbreviated version of a departmental orientation. This orientation is meant to provide a foundational understanding so that a new employee can be successful in their training. Supervisors are responsible to ensure that, through this departmental orientation, all new employees understand how their position contributes to the University's success.

##### **4.2.2 New Employee Orientation**

An employee's onboarding experience begins with their offer acceptance and continues through their introductory period. Human Resources supports supervisors and departments in onboarding their new employees by providing a New Employee Orientation program that employees will attend within their first month of employment. New Employee Orientation will assist employees in understanding institutional values and culture, as well as provide important regulatory information that all employees in a higher education institution are responsible to understand.

#### **4.3 Annual Employee Training**

The University of Indianapolis is a learning institution that values, supports, encourages and requires career/professional development of its most important human resources - its employees. As a condition of employment, employees may, at the direction and discretion of the University, participate in mandatory training offered and provided by the University. Training may include, but shall not be limited to, Title IX, sexual harassment, ethics and compliance, FERPA, HIPAA, active shooter and emergency preparedness, OSHA safety, Material Safety Data Sheets, and human research protection.

#### **4.4 Performance Management**

The University will make efforts to periodically review your work performance. The formal performance management process will take place annually, or as needs dictate. However, employees should expect to receive regular feedback from their supervisor(s) in the interest of professional improvement. You may specifically request that your supervisor assist you in developing an individual development plan at any time.

The performance management process is a means for increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. You must understand that a positive job performance review does not guarantee a pay raise or continued employment. Pay raises and promotions are based on numerous factors, only one of which is job performance.

#### **4.5 Professional Development**

As an institution for life-long learners, the University of Indianapolis is committed to supporting the growth and development of our employees. Continuous learning and professional development not only benefits individual employees but also contributes to the organization's overall success.

The institution offers various training and development programs throughout the academic year that offer employees the opportunity to enhance their skills and knowledge. These may include internal training sessions, workshops or seminars offered to the University community at-large, webinars, or online courses. Employees are encouraged to participate in relevant programs and share their learning with their supervisor and their colleagues. Additionally, employees may have the opportunity to attend relevant industry conferences, seminars, or networking events to stay informed about industry trends, best practices or new technologies. Attendance must be approved by the employee's supervisor and may be subject to budgetary constraints.

Employees are encouraged to work with their supervisors to create individual development plans that align with their career goals and the University's strategic plan. These plans may include specific and targeted training, mentoring, coaching, or job shadowing opportunities.

#### **4.6 Promotions & Transfers**

The University encourages the promotion and/or transfer of employees within the University whenever possible. In the event that all qualifications are equal between internal and external candidates for a vacant position, the internal candidate shall be given preference. However, the University supports hiring the most qualified candidate for all positions, and, therefore, will not automatically promote or transfer any internal candidate into a vacant position.

Employees interested in considering a new position within the University must submit their application to the online [Jobs portal](#) for each position of interest, and employees are encouraged to speak with their supervisor about specific career interests within the University for guidance and support.

Employees may apply for a promotion or transfer when the following conditions exist:

- A position is available and posted for consideration;
- The employee has been in their current position for at least four (4) months;
- The employee meets the qualifications for the position; and
- The employee is willing to accept the pay grade the new position falls in.

No University employee will be transferred or promoted to another position until they have completed six (6) months in their current position and completed their introductory period. With the written approval of the employee's department head, an employee who does not successfully meet the criteria above may move forward with consideration.

It is the employee's responsibility to notify their current supervisor when applying for another position within the University. Generally, the employee should maintain regular communication with their current supervisor throughout the recruitment and consideration process in order to allow as much time as possible for their current department to prepare for their possible departure. An employee chosen for a promotion or transfer will be expected to provide notice to their current department prior to their transition date. The University's requested notice period is ten (10) days.

Generally, an employee who accepts a transfer or promotion will begin a new introductory period within their new position as described in Section 3.5.1 of this document. This introductory period is intended to provide time for a transferred or promoted employee to become proficient in their new role.

#### **4.6.1 Promotion**

A promotion occurs when an employee moves to a new position with a different title at a higher grade level. As such, a promotion to a higher job grade is generally accompanied by a salary increase, depending on the level or rank of your current salary within the new pay grade. The new position may be within the same department or to a new department.

#### **4.6.2 Transfer**

A transfer occurs when an employee moves to a position that is within the same or a lower rank or salary level. When an employee moves to another position classified within the same pay grade, this will be treated as a lateral transfer, and the pay rate for the employee generally will not change. Lateral transfers of this nature allow employees to gain broader skills in a variety of job assignments.

When an employee accepts a transfer to a lower rank or salary grade, the employee's salary will generally be reduced to reflect the position's duties and salary level.

### **4.6.3 Reclassified Positions**

In some circumstances, an employee's position may be reviewed and subsequently reclassified to a higher pay grade based on the job duties and level of responsibility. This type of review typically happens in light of organizational changes within the department, when additional responsibilities have become a part of the employee's position, or in unique circumstances, at the request of the employee.

When an employee's position is determined to be appropriate in a higher pay grade, that employee will generally receive a salary increase. However, this determination will be based upon the employee's current pay within the new pay grade; it will not always be appropriate to adjust pay in light of a position reclassification. When pay changes are appropriate, the salary increase will usually be effective at the beginning of the next pay period.

## **4.7 Recognition and Appreciation Programs**

### **4.7.1 Employee Service Recognition**

In recognition of continuing service to our students and University community, the University administers an Employee Service Recognition program, acknowledging full-time employees who reach designated service milestones during the calendar year. Eligibility for service recognition is based on the total number of continuous years an employee has worked at the University, as outlined in Section 3.5.4 of this document. Employees are recognized in five (5) year increments, beginning with the fifth year of full-time employment. Employees may receive service awards in recognition of their achievement. Employees who achieve service milestones beyond 20 years of service may receive additional recognition.

### **4.7.2 Faculty and Staff Achievement Awards**

The Faculty and Staff Achievement Awards program is designed to promote and reward outstanding performance by faculty and staff at the University. Staff award nominations may come from a colleague, supervisor, faculty, staff, student, and/or community member. Faculty award nominations come from the Provost's Council. Nominations are reviewed by committee to determine each year's winners, who are announced at the start of the new academic year. For more information, review the [Faculty and Staff Achievement Awards](#) page on University's web page.

### **4.7.3 Other Recognition Programs**

Acknowledgement and appreciation of the contributions of our University's employees is foundational to our institution's culture. Various recognition programs exist within departments, schools, and colleges, and, additionally, transitory recognition programs may occur throughout the University at intervals as is appropriate. Employees are encouraged to take advantage of recognition programs as opportunities to show appreciation to their valued colleagues.

#### **4.8 Corrective Action Procedures**

When employees are not meeting the University's standards of behavior and/or performance, the University generally endorses a policy of progressive discipline in which employees are provided notice of performance deficiencies and offered an opportunity to improve. Employees are expected to correct any noncompliance to standards, and the University's Corrective Action procedure is intended to facilitate the process of improvement. However, the institution retains the right to administer discipline outside this procedure when needs dictate. This policy does not modify the status of employees as employees at-will or in any way restrict the institution's right to bypass the disciplinary procedures suggested.

The following steps are suggested in the corrective action procedure. All steps should be documented with Human Resources and stored in the employee's personnel file:

##### **Step 1: Informal Discussion:**

When a performance issue is first identified, the nature of the problem and the action necessary to correct it should be thoroughly discussed with the employee.

##### **Step 2: Coaching & Counseling:**

If a private, informal discussion with the employee has not resulted in the necessary improvement(s), the supervisor should meet with the employee to a) review the problem, b) receive information from the employee regarding the problem, c) advise the employee of the expectation and need for performance improvement, and d) inform the employee that failure to correct the problem will result in further disciplinary action that may include discharge, and e) issue a counseling notice to the employee.

##### **Step 3: First Written Warning:**

If satisfactory performance and corrective action are not achieved following Steps 1 and 2, the supervisor should meet with the employee in private and proceed via the steps listed in Step 2 above, concluding with a formal written reprimand notice to the employee. This written reprimand will have been reviewed by Human Resources prior to presentation to the employee.

##### **Step 4: Final Written Warning:**

If the employee's performance challenge(s) continue following the first written warning, a final written warning, which may include a suspension with or without pay, is the next step in the process. This document will be reviewed by Human Resources prior to presentation to the employee, and the supervisor will meet with the employee with a representative from Human Resources to ensure understanding of the expectations and standard.

##### **Step 5: Failure to Improve:**

Failure to improve performance or behavior to meet the University's standard, after written warning or suspension, may result in termination. Termination of employment will only take place following thorough review by the University's Human Resources department.

In cases involving serious misconduct, or any time the University determines it is necessary, such as a major breach of policy or violation of the law, the procedures contained above may not be followed by the University. In such circumstances, generally the University will suspend the employee immediately, with or without pay, and an investigation of the incidents leading up to the suspension will be conducted to determine if any further action, such as termination, needs be taken.

Corrective action remains active for a period of one year from the date of the last corrective action. Any additional occurrence of unacceptable behavior and/or performance within the one-year period will result in the next step of the corrective action being taken. Corrective actions remain a permanent part of the employee record.

#### **4.9 Staff Complaint Procedure**

The University strives to create a positive work environment for all employees. We encourage open communication and prompt resolution of employee complaints or concerns to maintain a fair and respectful workplace. The University recognizes that there are times when the need arises for staff members to express concerns or complaints in a formal manner. The following procedures are intended to ensure a fair and unbiased review of workplace concerns; any complaint submitted in accordance with this procedure and related to employment practices, any condition of employment, or interpretation of employee policies or procedures as they affect work activities will be settled in accordance with the procedure outlined herein. Please note that there is a separate procedure for complaints relating to issues of workplace harassment or violations of our sexual misconduct policy. Further, this procedure is not intended for receipt of complaints relating to termination, reduction in workforce, or job elimination.

Complaints submitted will be addressed following the procedure outlined below, and employees who submit complaints under this procedure are protected from any form of retaliation relating to their complaint.

##### **Step 1 - Informal Resolution via the Chain of Command**

Employees are encouraged to attempt an informal resolution to their concerns by discussing the issue with their immediate supervisor or the involved party. Most situations will be remedied following this course of action paired with a commitment between the employee and supervisor to work together towards an acceptable resolution. If the issue cannot be resolved informally or if the employee feels uncomfortable discussing the matter with the involved party, they may proceed to the formal process described below.

## **Step 2 - Submission of a Written Complaint**

If an employee's concern has not been remedied following informal attempts, the employee should submit a written complaint to their supervisor or, if the complaint involves their direct supervisor, to their department head or Vice President within five (5) business days. The complaint should include relevant details including dates, individuals involved, a description of the issue, evidence upon which the complaint is based, any actions taken to attempt to remedy the situation, and suggested outcomes or solutions.

The recipient of the complaint will respond to the employee in writing within ten (10) business days of the receipt of the complaint. If necessary, the recipient may request a meeting with the employee to learn more about the complaint.

## **Step 3 - Written Appeal to Human Resources**

If the employee is not satisfied with the response received in Step 2, the employee may submit a written complaint to the Director of Human Resources for review. The request for review should include:

- An explanation of the complaint and details of all previous efforts to resolve the issue,
- A copy of the written complaint submitted to the immediate supervisor,
- A copy of the supervisor's written response to the employee's complaint,
- Detailed information regarding the employee's dissatisfaction with the supervisor's response.

Human Resources will consult with relevant parties to evaluate the complaint and provide a written response to the employee within ten (10) business days. Human Resources may determine that additional time is necessary to thoroughly review the complaint, if it is deemed necessary to conduct an investigation or gather additional evidence. In this circumstance, Human Resources will communicate an updated timeline to the employee within ten (10) business days.

The outcome of the review by Human Resources will be final unless new evidence or other circumstances warrant additional review of the complaint.

Human Resources will maintain records of each complaint process securely in the Human Resources department.

### **4.10 Assigned Interim Responsibilities**

To ensure business continuity during changes in staffing or to oversee vital project work, it may become necessary to identify an individual within the campus community to take on interim or short-term responsibilities. In these circumstances, the University reserves the right to select an appropriate

individual with the knowledge, skills, and abilities needed to complete the required tasks on a temporary basis. The employee selected may be offered a temporary interim title, and the employee may be compensated for the additional work or responsibilities during the time that the interim role is in place. However, interim responsibilities do not indicate a new position for the employee and will not be treated as a promotion or transfer. Similarly, interim roles will not be posted internally or externally on the University's jobs Web site due to their temporary or short-term nature. Rather, an interim role may be used to recognize and compensate a staff member while a regular position is posted and recruited. If a staff member has taken on interim responsibilities and wishes to be considered for a full-time promotion, they should submit their application via the University's jobs site.

Interim responsibilities are communicated to Human Resources via an Employee Change Form, and the employee accepting interim responsibilities will receive a wage notice from Human Resources indicating their additional wage or salary while completing interim duties. At the completion of the interim role, the employee will return to the title held and salary paid prior to the interim responsibilities. Interim responsibilities are intended to be short-term and generally should not continue more than six (6) months.

#### **4.11 Life Change Notification Procedures**

As a campus community, we support one another through life's many milestones and challenges.

The University, with the family's approval, may notify faculty and staff via email of the passing of an employee and/or an employee's immediate family member. For the purpose of these notifications, an immediate family member is an employee's spouse, parent, grandparent, grandchild, brother, sister, child, or a member within the same household, or a 'great' or 'in-law' of any of these relationships.

With the family's approval, the Human Resources department is pleased to share the news of our employees' births and adoptions as well. To communicate a birth, adoption, or family passing, please notify Human Resources at [hr@uindy.edu](mailto:hr@uindy.edu) as promptly as possible.

#### **4.12 Employee Suggestions Procedure**

At University of Indianapolis, we welcome suggestions for continued improvement and opportunities to find new successes towards the University's strategic plan. You should submit your suggestion to your supervisor, or, if you prefer, you may email Human Resources at [hr@uindy.edu](mailto:hr@uindy.edu) with the subject line: Employee Suggestion.

### **4.13 Nonsolicitation / Nondistribution**

University of Indianapolis prioritizes a harmonious work environment that minimizes disruption to business operations and respects the focus of employees, visitors, and others. Our nonsolicitation / nondistribution policy aims to ensure a balanced approach to interactions within the workplace. This policy is not meant to curtail the statutory rights of employees, including their right to discuss terms and conditions of employment. Open communication remains a vital part of our workplace culture.

Solicitations by outside parties are not permitted unless requested as part of a University-sponsored program or service. Individuals or companies may not leave advertisements or propaganda on vehicles, in or on buildings, light poles, etc. Door-to-door solicitations are strictly prohibited. University Police have the authority to remove all individuals or groups who violate this policy.

Companies wishing to do business with the University should be directed to the Executive Vice President for Finance's office. Individuals or businesses promoting products for the health and welfare of employees should be directed to Human Resources. All others should be referred to Campus Police.

#### **4.13.1 Solicitation**

For the purposes of this policy, solicitation includes various activities such as selling items or services, seeking contributions, or seeking support for an organization. Solicitation, whether conducted verbally, in writing, or electronically, falls under this policy's scope.

During assigned working hours, soliciting other employees is prohibited. Working hours refers to periods when either employee participating in an interaction are expected to be actively engaged in work-related activities. Employees are permitted to engage in solicitation during authorized nonworking times, such as breaks, provided that the recipients of the solicitation are also on nonworking time.

#### **4.13.2 Distribution**

To ensure cleanliness, organization, and safety, the distribution of nonwork-related literature or items within working areas is prohibited at all times. Working areas do not include break/rest areas, lunchrooms, and parking lots. Electronic distribution of materials during work hours is also not allowed. Any literature that violates the University's equal employment opportunity (EEO) and nonharassment policies, or knowingly spreads false information, is strictly prohibited. Nonemployees are not permitted to distribute materials on company premises under any circumstances.

If you become aware of violations of this policy, report them to your supervisor.

### **4.14 Work Schedules**

Normal business hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. However, the hours a staff employee is expected to work will be determined by the need and established schedule in each department. Departments offer different services and work hours may vary. An employee's supervisor

will inform him/her of the schedule and will give as much advance notice as possible when changes must be made.

#### **4.15 Working Location**

In the modern workplace, an employee's work location may be determined by the type of work to be completed and departmental need. It is the responsibility of each employee's department supervisor to identify the appropriate working location for their position. If it is determined that all or part of an employee's role may be completed off-campus, the supervisor and employee should review the University's [Telecommuting Policy](#) to ensure compliance.

If work will be taking place off-campus and out of state, the department and employee are responsible to notify Human Resources prior to beginning the arrangement, as outlined in section 3.12 of this handbook.

#### **4.16 Payroll Practices**

##### **4.16.1 Accessing Payroll Information**

Employees can access current payroll forms, the pay calendar, and instructions on web time entry and leave reporting via the [Payroll](#) section of MyUIndy.

The University utilizes a [Self-Service portal](#) to allow employees to access their pay information, pay stubs, tax and direct deposit information, and leave accruals. The portal also includes a Profile page where employees may view and update their contact information, pronouns, and emergency contact information. Employees paid on an hourly basis will submit their Web Time Entry via the portal, and employees paid on a salary basis will submit their paid leave time via the portal. The Self-Service portal is linked within MyUIndy and instructions for use of the portal are available within the Payroll page.

##### **4.16.2 Direct Deposit**

The University uses electronic funds transfer, or Direct Deposit, to ensure timely and accurate payment to all employees. Employees can expect their funds to be deposited directly into their designated bank account on each scheduled payday.

Upon hire and within the first week of their employment, employees are responsible to submit to Human Resources their preferred checking or savings account information. Further, employees are responsible for promptly updating their direct deposit information with Human Resources when there is a change in their bank account status or if they wish to designate a different account for direct deposit. All employees have access to update their direct deposit account within the Employee [Self-Service](#)

[portal](#). Employees who wish to have funds deposited to more than one account may submit a request via the Direct Deposit Form available on the MyUIndy [Payroll](#) page.

In the event that an employee's wages are deposited into an incorrect account due to inaccurate information provided by the employee, the University will work with the employee to retrieve the funds. In these circumstances, the employee may be subject to additional fees or delays in receiving their pay.

Employees who are unable to provide banking information for electronic funds transfer must contact Human Resources promptly to request an alternative form of payment.

#### **4.16.3 Pay Dates**

The University processes a bi-weekly and a monthly payroll. Generally, an employee's pay schedule will be dictated by their FLSA status.

Exempt employees: Exempt employees are paid monthly, on the 25th of each month for the current month.

Nonexempt employees: Nonexempt employees are paid on a biweekly basis based on the hours submitted via the University's Web Time Entry system. Biweekly payment is made every other Friday, for hours worked during the preceding two-week period. The workweek runs from Sunday at 12:00am to Saturday at 11:59pm.

When a regularly scheduled pay day falls on an official or recognized University holiday, employees will generally be paid on the last working day prior to the holiday.

#### **4.16.4 Time Records**

Accurately recording time worked is the responsibility of every employee. Federal and state law requires the University to keep an accurate record of time worked in order to calculate employee pay and benefits. Nonexempt employees will enter their hours worked via the University's Web Time Entry system in the [Employee Self-Service](#) portal. Exempt, benefits-eligible employees will enter their paid time off - both vacation and sick - via the [Employee Self-Service](#) portal. Employees who fail to accurately record their time, who alter, falsify, or tamper with University time records, or who record time on another employee's time record may be subject to disciplinary action, up to and including termination.

Nonexempt employees will follow the guidance below in managing and entering their time worked:

- Web-Time Entry procedures: For each day worked, the employee must record the start and end times of their workday, lunch periods, and any breaks from work that last more than 15 minutes. Breaks lasting 15 minutes or less will not be entered.
- Rest Breaks: A break of fifteen (15) minutes may be taken during the work day with supervisory permission. These breaks are paid time. Rest periods are intended to be preceded by and followed by an working period; these break periods may not be used to cover late arrival to work or early departure. A rest break may not be scheduled or taken during the first or last

hours of the workday and may not be combined with the lunch period, except with prior approval of the supervisor.

- Lunch Breaks: A lunch break of 30-60 minutes is suggested and may be required by an employee's supervisor. An employee's lunch break should generally take place as near to the middle of the work day as possible. Working through lunch, such as answering emails or covering phone calls, is considered work time and should be recorded as such. Employees must fully disconnect from work during their lunch period.
- Overtime: Time worked in excess of forty (40) hours per work week (Sunday - Saturday) must be recorded and may qualify for overtime pay. Prior to working overtime, employees must receive approval from their direct supervisor. All overtime worked must be entered in the Web Time Entry system. While a nonexempt employee who works extra hours on a given work day may be permitted or required to take an equal number of hours off within the same pay week, taking time off in lieu of receiving owed overtime pay is not permissible. Overtime will be calculated based on actual hours worked, and does not include any vacation, sick, holiday or other paid time off hours.
- Law enforcement positions: The FLSA provides that employees engaged in fire protection or law enforcement may be paid overtime on a "work period" basis. Law enforcement employees must receive overtime after 86 hours worked during a 14-day work period.
- Submission Deadlines: Employees must submit bi-weekly timesheets via the Web Time Entry system by 5:00 pm on the Monday following the end of each pay period. Timesheets will be routed to the employee's supervisor, and the supervisors is responsible to approve timesheets by 5:00 pm on Tuesday.

#### **4.16.5 Leave Reports**

Exempt staff employees are required to complete leave reports each month via the [Employee Self-Service](#) portal. Any vacation, sick, bereavement or jury duty leave taken must be recorded. Leave reports are to be submitted in the system by the 7th of the following month.

#### **4.16.6 Pay Corrections**

The University is committed to ensuring that all employees receive the correct amount of pay on the scheduled payday. If there is an error in the amount of pay, employees should promptly report the discrepancy to the Payroll Office or Payroll Manager. Corrections will generally be made on the next regularly scheduled payday.

#### **4.16.7 Deductions from Pay**

University of Indianapolis is required by law to make certain deductions from employee pay each pay period, including deductions for federal income tax, Social Security and Medicare (FICA) taxes, state income taxes, and state unemployment taxes, and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the information you list on your federal Form W-4 and applicable state withholding form. You may also authorize certain voluntary deductions from your paycheck, such as insurance premiums, retirement

contributions, and voluntary donations to the University or philanthropic groups, where permissible under state law. Your deductions will be reflected in your wage statement. If you have any questions about deductions from your pay, contact the payroll office in Human Resources.

The University will not make deductions from your pay that are prohibited by federal, state, or local law. Review your paycheck for errors each pay period and immediately report any discrepancies to your supervisor and the payroll office in Human Resources. You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular payday.

The University will comply with state and federal laws relating to the garnishment of an employee's compensation and the enforcement of child-support orders. The University will act on garnishment and child-support orders when issued by a court of law with appropriate jurisdiction. The University prohibits discrimination against an employee on the grounds that his or her compensation is subject to garnishment or a child-support order.

#### Exempt employees:

The University does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position. The FLSA limits the types of deductions that may be made from the pay of an exempt employee. In addition to the deductions listed earlier in this section, permissible deductions for exempt employees may also include, but are not limited to, deductions for full-day absences for reasons other than sickness or disability and certain disciplinary suspensions. During the week an exempt employee begins work for the University or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

If an employee classified as exempt believes that an improper deduction has been taken from the employee's pay, the employee should immediately report the deduction to the HR department. The report will be promptly investigated, and if it is found that an improper deduction has been made, the company will reimburse the employee for the improper deduction.

The University will not retaliate against employees who report erroneous deductions in accordance with this policy.

#### **4.16.8 Pay Transparency Non-Discrimination Provision**

The University prohibits discharge or discrimination against employees or applicants for inquiring about, discussing, or disclosing their own pay or the pay of others. Employees with access to compensation information as part of their job duties are restricted from disclosing this information unless it is in response to a formal complaint, investigation, or legal duty.

#### **4.16.9 Termination Pay**

The University will pay separating employees in accordance with all applicable laws and regulations, and in accordance with this handbook. Except in cases of gross misconduct, employees who have successfully completed the new employee introductory period will be paid for vacation days that have accrued but have not been taken. The employee's final pay out will take place as promptly as administratively feasible and in keeping with the University's regular pay cadence.

#### **4.16.10 After Hours / Call-In Procedures**

Nonexempt employees called back to work due to an emergency situation outside their normal scheduled workday will be compensated for a minimum of two hours at a time-and-a-half pay rate. An emergency situation is an unforeseen event that requires prompt response.

#### **4.16.11 Employer-Sponsored Social Events**

The University may hold periodic social events for employees. Employees are advised that attendance at these events is voluntary and does not constitute part of the employee's work-related duties. Any exceptions to this procedure must be approved by the employee's supervisor in advance of the event.

### **4.17 Work-related Travel**

It may be necessary or appropriate for University employees to work off-campus or travel during the course of their job responsibilities. Employees who, in agreement with their supervisor or department head, are tasked with duties and responsibilities off-campus are covered by University policies, procedures, and protections. Information about insurance coverage is found on the UIndy [Risk Management](#) page. Any work-related accidents should be reported to the employee's supervisor and Human Resources.

#### **4.17.1 Travel Time Pay**

When employees in nonexempt positions must work at a location away from the campus as part of their normal work assignment, the University will pay for travel time in accordance with federal and state law. For purposes of this policy, the regular workday is 8:00am to 4:30pm Monday through Friday. Employees are responsible for accurately tracking, calculating, and reporting any travel time.

Approved attendance at lectures, meetings, and training programs (and similar activities) is work time if one or more of the following occur: attendance is during normal work hours, attendance is required by the university, the event is work related, and/or university work is performed.

The guidelines below are intended to support nonexempt employees submitting working hours during travel assignments:

- Home to Work Travel - If you travel from home before the regular workday and return to your home at the end of the workday, you are engaged in ordinary home to work travel. Home to Work travel is not considered work time.
- Home to work on a Special One-Day Assignment in Another City - If you regularly work at a fixed location in one city and you are given a special one day assignment in another city, but return home the same day, the time spent in traveling to and returning from the other city is work time, except that the University may deduct that time you would normally spend commuting to the regular work site.
- Travel As Part of the Day's Work - Your time spent in travel as part of your principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.
- Travel Away from Home Community - Travel that keeps you away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across your workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. The University will not consider as work time that time spent in travel away from home outside of your regular working hours as a passenger on an airplane, train, boat, bus, or automobile. Note that not all time is work time while traveling away from your home community; time for meals, sleep, and voluntary social events as well as any time at the destination when you are free to do as you please would not be work time.
- Work Performed While Traveling - Any work you perform while traveling must be counted as hours worked.

#### **4.17.2 Travel Expense Reimbursement**

The University pays expenses of employees who travel on approved University business per the [Domestic Travel Expense Policy](#). Authorization to incur such expense must be approved in advance by the employee's supervisor or department head.

#### **4.18 Mail Services**

The University's Mail Office is located in the lower level of Esch Hall and serves as the distribution point for mail delivery, pick up and drop off. The Business Mail Office will deliver and pick up campus mail, or mail addressed from one department to another department. The Business Mail Office supports some mailing needs via USPS as well. For more information, visit the [Business Mail](#) page on MyUIndy.

### **5.1 Expectations of University Employees**

The University community functions effectively when all employees focus on contributing to the institution's mission to the best of their ability. As such, all University employees must be committed to the highest standards of moral and ethical conduct, operating with integrity in their work, and fostering a community of respect for self and others. The following outlines expectations and responsibilities of all employees;

- To observe University and departmental policies and procedures.
- To be courteous, cooperative, and respectful toward all University employees, students, and community members.
- To respect the rights of others.
- To work efficiently and effectively, perform tasks well with an appropriate awareness of departmental priorities, and to follow directions from supervisors or leaders.
- To be reliable and accountable to students, faculty, staff and our community.
- To operate with integrity in our work and in our community.
- To follow safety and security protocols for the health and safety of all in our community.
- To protect and conserve University resources.
- To report any wrongdoing observed or suspected promptly and to the appropriate authority.
- To respect and not violate the confidentiality of information concerning students, faculty, and staff.
- To uphold our institutional values and to bring those values into our work.

It is the responsibility of every University employee to immediately report any behaviors that are not in keeping with our community's expectations. Concerns may be reported to a direct supervisor, Vice President, the Director of Human Resources, the University's Vice President and General Counsel, or the University President. When supervisors receive a report of behavior in violation of the guideline, they must immediately report it to their Vice President, the Director of Human Resources, the University's Vice President and General Counsel, or the University President.

### **5.2 Guidelines for University Community Conduct**

While the University has set forth expectations of behavior and conduct for all staff members, we must hold one another to this standard in order to be successful in our shared institutional mission. The following list represents examples of the types of conduct that are strictly prohibited in our workplace

and community and may lead to disciplinary action, up to and including immediate termination. Please note that, by providing this list, the University does not in any way alter the at-will nature of employment. The following list is not intended to be exhaustive, but rather is intended to provide employees with a general understanding of the types of activities or conduct that may be treated as gross misconduct or will be likely lead to disciplinary action, up to and including immediate termination of employment.

- Abusive language or profanity
- Use of threatening language towards or physical abuse against a colleague, student, or community member
- Theft, attempted theft, removal or unauthorized possession of any University property without proper approval, or possession of another employee's or community member's property
- Intentional or negligent conduct resulting in destruction of or damage to University property or supplies or the property of another employee, student, or community member
- Insubordination, including refusal to do assigned work or refusal to perform work in the manner instructed by the supervisor or manager
- Bringing on premises and/or using firearms, weapons, explosives or any other dangerous device
- Misappropriation of University funds and failure to handle funds in accordance with established guidelines
- Dishonesty in the performance of any duties as an employee, including falsifying or altering or making material omissions in any University document or record
- Making any knowingly or intentionally false statements in any employment record
- Willful or negligent failure to abide by the University's safety rules and practices that may create a safety hazard
- Unruly behavior or other action that endangers others or their property
- Absence for three consecutive scheduled workdays without proper notice or authorization
- Unauthorized disclosure, discussion, or removal of confidential information
- Failure to treat colleagues, students or community members with dignity and respect or any form of harassment or sexual misconduct
- Violation of University or department policies and procedures

### **5.3 Workplace Violence Prevention Policy**

The University of Indianapolis is committed to preventing violence in the workplace and maintaining a safe work environment. The University has adopted the following guidelines to deal with intimidation, harassment, or other threats of violence that may occur on its premises:

The University will not tolerate any conduct that threatens, intimidates, or coerces an employee, student, or member of the public at any time, including off-duty periods. Additionally, weapons, and other dangerous or hazardous devices or substances are strictly prohibited from the premises of the University of Indianapolis without proper authorization.

All suspicious individuals or activities, including actual or threats of potential violence, both direct and indirect, should be reported immediately to your supervisor and the University Police Office. This includes threats by employees, as well as threats by students, visitors, or other members of the public. Employees should not attempt to intercede or otherwise become involved with any actual or potentially intimidating, harassing, or violent situation.

Employees are encouraged to bring their disputes or differences with other employees to the attention of their supervisor or Human Resources before the situation escalates into potential violence. The University of Indianapolis will promptly and thoroughly investigate all reports of actual or threatened violence as well as suspicious individuals or activities. The identity of the individual making a report will be protected to the extent practicable. In order to maintain workplace safety and the integrity of its investigation, the University of Indianapolis may suspend employees, either with or without pay, pending investigation. Any employee determined to have participated in any threatened or actual violence, or other conduct that violates these guidelines, will be subject to disciplinary action, up to and including termination of employment.

#### **5.4 Conflicts of Interest**

The University is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, community relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, or contractor to the University, you must disclose it to your supervisor. If an actual or potential conflict of interest is determined to exist, the institution will take such steps as it deems necessary to reduce or eliminate this conflict.

Exactly what constitutes a conflict of interest, or an unethical business practice, is both a moral and a legal question. The University recognizes and respects the individual employee's right to engage in activities outside of employment that are private in nature and do not in any way conflict with or reflect poorly on the company. The purpose of these guidelines is to provide general direction for employees; it is necessary that any employee who believes they are aware of a real or potential conflict of interest bring the matter to their supervisor promptly for further review.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision or action which may result in a personal gain for that employee or for a relative of that employee. For the purposes of this guideline, a relative is any person who is related by blood or

marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. If employees have any influence on transactions involving purchases, grants, contracts, or leases, it is imperative that they disclose to their direct supervisor as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the University conducts business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the University. The University reserves the right to investigate allegations of violations of this policy. A violator may be subject to discipline, up to and including termination of employment.

## **5.5 Outside Employment**

University employees are generally permitted to work outside of their role with the University, so long as that additional work is secondary to the employee's responsibilities at the University and does not interfere with their ability to perform their duties or cause a conflict of interest at the institution. All employees, including part-time employees, must obtain prior approval from their supervisor before undertaking any outside employment or other work activity, and if approved, this approval must be documented with the Human Resources department.

While outside employment is generally permissible and may be approved by an employee's supervisor, employees must follow the policies below concerning other employment:

- Employees may not engage in outside business activities during scheduled work hours at the University.
- Employees are not permitted to use the University's name or reputation to promote their outside business activities without prior approval from the University President.
- Employees may not engage in any outside employment that is in any way incompatible or in conflict with the efficient performance of their job duties, functions, and responsibilities as employees of the University.
- Employees are not to engage in any outside employment that is disruptive, competitive or damaging to the University.
- University property may not be used for outside employment.
- Employees who have accepted outside employment may not use paid sick time to work on their outside job. However, an employee on a leave of absence may continue to work in the outside job if this employment has been approved by the University under this guideline and the employee's reason for leave does not preclude the outside employment.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action up to and including termination of employment.

## **5.6 Gifts & Gratuities**

Employees must refrain from accepting personal gifts and services offered by vendors or contractors which may create a real or perceived conflict of interest in the conduct of University business. The final selection of any vendor must be based upon the best interest of the University.

## **5.7 Confidentiality**

University employees, during the regular course of their employment, may have access to confidential information regarding students, faculty or staff that may not be disclosed to any unauthorized individual, company, or agency. Employees may not release confidential information to anyone without written authorization from the employee or appropriate University authority.

Employees are provided training on their responsibilities under the Family Educational Rights and Privacy Act (FERPA), and all employees are expected to uphold their obligations under the law. Employees should review the University's [Confidentiality of Student Education Records and University FERPA Policy](#).

## **5.8 Attendance and Punctuality**

Regular attendance and punctuality are conditions of employment with the University. All employees are expected to report to work as expected, on time, and ready to work. Absenteeism and tardiness place a burden on other employees, disrupt work, and prevent departments and offices from meeting schedules.

An employee whose attendance demonstrates either a consistent pattern of unscheduled absences or tardiness or excessive unscheduled absences or tardiness will be subject to corrective action, up to and including termination. If an employee fails to report to work or notify their supervisor of absence for three (3) consecutive days or more, the employee will be considered to have voluntarily resigned employment.

Absence from work for three (3) or more consecutive work days due to an illness or injury may require a physician's statement including a release to return to work.

### **5.8.1 Absence Reporting Procedures**

Employees who will be unable to report to work are required to notify their immediate supervisor of their absence no later than one-half hour prior to the scheduled start of their workday. If an unscheduled absence is due to an emergency, employees must notify their supervisor as soon as possible.

If an employee's arrival to work is to be delayed, the employee is expected to notify their supervisor of the delay and an anticipated arrival time as promptly as possible and before their scheduled start time.

University departments may, at their discretion, include additional instructions for reporting absences, as needed for their operation.

## **5.9 Professional Appearance**

University staff should strive at all times to ensure that their clothing and appearance portray a businesslike and appropriate image. The way that employees present themselves both in demeanor and dress is expected to contribute to a pleasant campus atmosphere for faculty, staff, students, and visitors. Dress that may be offensive to other persons may be considered inappropriate. The University reserves the right to determine appropriate dress and personal appearance standards for staff.

Departments may establish dress and appearance standards for their staff, based on what may be appropriate or necessary for their work. If an employee wishes to have a more specific conversation about appropriate dress in their area, they should consult with their supervisor.

## **5.10 Representing the University**

It is the responsibility of every employee to represent the University well. Individuals Employees who need further information on acting as a University representative should consult with their supervisor.

## **5.11 Off-Duty Conduct**

The University respects the privacy interests of our employees and recognizes their right to conduct their personal lives free from interference from the University. Nonetheless, employees represent the University even while off-duty and have an obligation to preserve the University's reputation. Employees who engage in inappropriate, criminal, or unprofessional off-duty conduct may be subject to disciplinary action up to and including termination.

An employee must notify their supervisor immediately if they are arrested for or convicted of criminal conduct or if they lose or are threatened with the loss of a certificate or a license that is required to perform their job.

### **5.12 Personal Business During Work Hours**

Employees are expected to avoid conducting personal business during scheduled work periods. This includes excessive personal phone calls, personal banking, and other tasks, etc. Personal business should not be conducted using paid personal time provided by the University.

### **5.13 Use of University Technology**

University employees in many employment statuses will receive technology from the University with which to effectively complete their work. Employees should review the [Systems and Network Usage Policy](#) for more information about using University technology.

### **5.14 Cell Phone Use and Driving Safety**

The University of Indianapolis is fully aware of the risks inherent in utilizing a cell phone while operating a motor vehicle. Distracted drivers pose a significantly greater risk on the road than do drivers who are concentrating solely on their driving. University provided cell phones should not be used for personal calls, except during an emergency, while the employee is operating a moving vehicle. If the employee must use a cell phone for business purposes while driving a vehicle, University requires that the following precautions are taken: • Drivers must not use hand-held wireless phones while a vehicle is in motion- where it is necessary to utilize a phone on the road it must be the hand-free type; • Employees must limit the use of cell phones while driving to no more than five minutes per call; • No telephone numbers should be dialed while driving; and • If it is necessary to hold a longer conversation while driving, the employee should either pull over when and where it is safe to do so and continue the call or inform the caller that the driver will call back at a more convenient time.

### **5.15 Purchasing Procedures**

The University's Accounting department oversees procedures to ensure effective use of University funds. Instructions for purchasing on behalf of the University are provided on the [Accounting](#) department page, along with payment vouchers, credit card information, and links to University vendors. All University employees share a collective responsibility to act as diligent stewards of the institution's financial resources, and University employees are individually responsible to follow proper purchasing procedures as outlined by the University's Accounting department. Failure to comply with the University's purchasing procedures may result in disciplinary action up to and including termination.

## 5.16 Supervisory Responsibilities

University employees with supervisory responsibility play a vital role in the University's success. The University's supervisors are responsible to foster an engaged, productive, and motivated work environment by providing guidance, support, and constructive feedback to their colleagues. Ultimately, supervisors empower their colleagues to achieve their full potential and contribute to the institution's success.

There can be no exhaustive list of the tasks and duties supervisors perform to achieve these goals, but the following outlines the expectations and essential functions of a supervisory position at the University:

- Assign and review work assignments ensuring that tasks are completed correctly and within the required timeline.
- Ensure appropriate on-the-job training to employees and an effective departmental orientation.
- Serve as the primary resource for employees and assist with work-related concerns.
- Promote the University's equal opportunity policy and create an inclusive work environment.
- Establish work performance standards and expectations that contribute to the University's success in achieving the objectives outlined in the institution's strategic plan.
- Conduct effective annual performance evaluations.
- Counsel and advise employees regarding their performance on a regular basis.
- Practice and promote safe work habits and conditions.
- Listen intently and respond appropriately to employees' questions, concerns, and suggestions.
- Support employees' professional development and recommend employee promotions and transfers, as appropriate.
- Maintain ethical standards that reflect favorably upon the University.

### **6.1 Campus Closures & Emergencies**

The University will notify employees of emergencies or campus closures via the University's emergency alert system, Watchdog. When the University must close campus due to an emergency, University employees will be advised via University email whether work should be completed during the closure, and, if so, where employees should plan to complete their work. The University will endeavor to avoid disruptions to an employee's regular pay where possible. In the event the University cannot provide work due to an emergency (e.g. - electrical outage, etc.), non-exempt employees will be paid up to two (2) hours for time lost from work. Additional time lost may be made up within the work week, not to exceed forty (40) hours, with approval by the department head. Questions about payment during campus closures should be reviewed with an employee's supervisor and then the Payroll office, if further clarification is needed.

Please note that some positions are identified as 'essential staff' on the position description; individuals in these positions are advised to communicate directly with their supervisor in the event of a closure to learn more about their responsibilities.

Information about emergencies at the University is included in the [Immediate Notification](#) policy on the University's Policies page. More information about campus closures due to extreme weather events is available in the University's [Extreme Weather Policy](#).

### **6.2 Evacuation Procedures**

Evacuation procedures for each campus building are housed on the [Public Safety & Awareness](#) page on MyUIndy. The evacuation instructions include rally points, exit routes, lockdown locations, and other procedural information in case of an emergency. All employees are responsible to familiarize themselves with the evacuation plan for the building or buildings where they work.

### **6.3 Emergency Procedures**

In case of a fire, medical, weather, or police emergency, immediately call 911. The University maintains guidance on [Emergency Procedures](#) on the Public Safety & Awareness page. Following an emergency call to 911, employees should follow the appropriate outlined procedure and then notify University Police at 317-788-3333.

Non-emergency calls can be routed to 317-788-3386.

#### **6.4 Watchdog Alert System**

The University is partnered with an electronic notification system, Watchdog, that will alert the campus community to health or safety dangers. All members of the campus community are strongly encouraged to register points of contact within the Watchdog system to receive timely notification when a health or safety event occurs. Employees may choose to be notified by phone, text, and/or email. More information about the [Watchdog Alert System](#) and other safety resources are available on the Public Safety page on MyUIndy.

#### **6.5 Role of University Police**

The University of Indianapolis Police Department (UIPD) provides around-the-clock safety and protection service for the campus community. UIPD is charged with enforcing city-county ordinances, Indiana statutes and University rules and regulations on campus. For assistance or to report problems, employees may contact UIPD at 317-788-3386.

The Police Department maintains many resources online for the campus community's information and education. The [Police Department](#) page on UIndy.edu is available to the public, and information only for faculty and staff is available on the [Public Safety](#) page on MyUIndy.

While the University's safety record is outstanding, all employees are encouraged to remain situationally aware and to take responsibility to ensure their safety and the safety of others.

#### **6.6 The Clery Act in Higher Education**

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (the Clery Act), the University of Indianapolis Police Department (UIPD) provides information on crime statistics, crime prevention, law enforcement, crime reporting, and other relevant topics. This reporting is available online at: [Clery Act & Campus Security Authorities](#).

#### **6.7 Working Safely**

Protecting the safety of our campus community is foundational to our ability to provide an effective learning environment and an outstanding workplace. All employees must perform their work responsibilities in a manner that considers their own personal safety as well as the safety of their colleagues and fellow community members. All employees have the opportunity and responsibility to contribute to a safe work environment by using common sense rules and safe practices and by notifying

their direct supervisor when any health or safety issues are present. The University will do what is practicable to provide a safe and healthy work environment for all employees.

Each employee has an obligation to refrain from entering locked rooms, offices, desks, and files of other persons or departments. Without exception, unauthorized persons are not allowed in non-public areas of the campus. Please note that this includes employees who are not on-duty and friends or family members of employees on-duty. Each member of the University community is obligated to protect the campus by keeping offices, rooms, and laboratories locked when not occupied, keeping windows closed and secured, and maintaining awareness of potential security problems.

Any workplace injury, accident, or illness must be reported via the procedures outlined in Section 6.9 - On-the-Job Injury Reporting.

### **6.7.1 Workplace Housekeeping**

An essential part of safety and fire prevention is observance of good housekeeping practices. Clean and orderly work areas, uncluttered aisles, unimpaired exits, and general neatness and orderliness is everyone's responsibility. This extends to refraining from littering on campus, including parking lots.

## **6.8 Reporting On-the-Job Injury**

All employees must immediately report any work-related injuries or illnesses to their direct supervisor and complete a [First Report of Injury Form](#) to be submitted to the University's Benefits team. If an employee's injury is a life-or-limb threatening injury, the employee or their colleagues must call 911 immediately and then contact a supervisor to begin the injury reporting process.

Information about the injury reporting process, including treatment facilities, is available on the [Health & Safety](#) page within MyUIndy.

### **6.8.1 Prevention of Workplace Injuries**

The University is committed to providing a safe working environment for all employees. The University will regularly review data on workplace injuries and will use this information to prevent future injuries whenever possible.

The University will investigate and address any circumstances that may create a hazard in the workplace. This may include conducting post-injury investigation to learn more about the causes of workplace injury or illness. Employees must notify their supervisor and Human Resources if they are aware of a safety issue in the workplace.

### **6.8.2 Light Duty Work Program**

Unless prohibited by the approved treating physician, employees are expected to return to work following a work-related injury. The University provides alternative work assignments wherever

practicable; any restrictions or accommodations identified by the approved medical provider will be followed. Light duty work assignments may be within the employee's own department or, if necessary, in another department. Sick leave time may not be used in lieu of returning to work in a light duty assignment. Human Resources will approve light duty work assignments identified by supervisors.

### **6.8.3 Injury-Related Pay Considerations**

Injured employees will be paid full salary on the day of a workplace injury and will not be charged leave time for any time lost from work on the date of the injury. However, the employee is expected to return to work after medical treatment on the day of the injury, unless the approved medical provider has prohibited return to work.

Employees who require additional medical visits authorized by the administrator are not charged leave time for reasonable time away from work for these appointments. Injured employees should schedule appointments at a time that is convenient to the department.

If an employee's injury results in lost time away from work due to a prohibition on returning to work from an approved medical provider or the University is unable to provide a transitional or light duty assignment, the employee will need to begin a Workers Compensation leave. Workers Compensation leave requires a seven (7) day waiting period in Indiana. Employees may use any accumulated vacation or sick leave pay during the required waiting period to remain in a paid status with the University prior to the commencement of Workers Compensation weekly benefits.

## **6.9 Firearms and Dangerous Weapons Policy**

Unauthorized firearms, weapons, ammunition, explosives, and other items identified by the University of Indianapolis Police Department as 'dangerous' are prohibited on University property. This policy includes activities such as introducing, possessing, using, buying, or selling firearms. Employees, who have a valid state permit to carry firearms, are not permitted to carry firearms while on University property. Possession of any firearm or other weapon on University property, including in an employee's vehicle, is cause for corrective action up to and including termination.

Employees in specific positions are required to carry a weapon as part of their job with the University; weapons that are issued by or approved by the department head in these areas are exempted from this policy.

## **6.10 Identification Cards**

All University employees in any employee classification or status are required to have a University of Indianapolis photo identification (ID) card. Identification cards are issued in the Student Experience

office in Schwitzer Student Center. The identification card may be used for: entry into campus spaces, library use privileges, bookstore discounts, and access to campus events such as athletics competitions and artistic programs.

If a University ID card is misplaced, the employee should notify their supervisor and visit Student Experience to request a replacement ID card. There may be a \$20 replacement fee for misplaced ID cards. Separating employees must return their University ID card to their supervisor upon their departure.

### **6.11 Parking & Vehicular Registration**

All employees and students at the University must register their vehicles and display a valid parking permit on the passenger side, bottom corner of the front windshield on each motor vehicle driven on campus. Registration is free of charge to employees and students, allowing them to park in designated parking lots. Employees should review additional parking information and request parking permit(s) by visiting the [Parking](#) page on MyUIndy.

### **6.12 Search Procedure**

To manage the University's resources and prevent loss, the University reserves the right to search, inspect, or examine all University property, including but not limited to: desks, file cabinets, toolboxes, University vehicles, and electronic information, including email and digital storage. Additionally, the University reserves the right to search, inspect, or examine all personal property that employees bring to or remove from campus, to include parking lots. An employee's personal property will not be searched without first obtaining the employee's consent. Refusal by an employee to consent to a search, inspection or examination may result in discipline up to and including termination.

### **6.13 Key Procedures**

Keys to access University properties may be ordered via a [Key Request Form](#) found on MyUIndy. Requests for keys should be reviewed by the employee's supervisor and will be reviewed for necessity and security concerns by Human Resources and Facilities Management. Once approved, Facilities Management will provide keys to Human Resources for distribution to employees from the Human Resources office. When retrieving a requested key, the key holder will sign an acknowledgement indicating their receipt of the requested key and accepting responsibility for it.

For the protection and safety of employees and of the institution, University keys must be safeguarded at all times. Keys should not be loaned to any other person; employees will be held accountable for all

keys assigned to them and must return their keys to Human Resources upon request or in the event of separation from the University. If a University key is misplaced, the employee must immediately report the loss to their supervisor. Employees may not reproduce keys to any University building, office, or equipment; any employee who, without prior authorization from Facilities Management, and employees may not be in possession of any reproduced key to University property. Misuse or mismanagement of University keys by any employee may result in disciplinary action up to and including termination.

### **6.15 Children in the Workplace**

The presence of children in the workplace with an employed parent during the employee's workday must be avoided except in emergency situations. This policy was established to avoid property liability and to avoid disruptions in the workplace and maintain a professional work environment.

In circumstances when bringing a child to work with an employee is unavoidable, the employee must contact their supervisor immediately to request approval to have the child accompany the employee while working. The employee's supervisor will consider: the age of the child, how long the child will be present in the workplace, the work environment in the employee's area, and any possible disruption to the employee's or their colleagues' work. When approved, the employee bringing their child to the workplace is responsible for the child at all times; the child must be accompanied and under the direct supervision of the employee parent at all times.

### **6.16 Animals in the Workplace**

To prevent property liability and discomfort amongst members of the University community, the University has established an [Animals on Campus](#) policy. The policy establishes procedures for emotional support animals in residence halls on campus. Employees are not to bring pets or other animals on campus without prior authorization. Employees in need of reasonable accommodation may contact Human Resources.

### **6.17 Non-Smoking Workplace**

The entire University of Indianapolis campus is smoke-free. Smoking, vaping, and the use of smokeless tobacco, is prohibited in all campus buildings and on campus property. This includes the residence halls and campus apartments, including rooms, lobbies, lounges, elevators, restrooms, and recreation areas. Permissible areas for the use of tobacco products include inside private vehicles and public areas along city streets (i.e., Shelby Street or Hanna Avenue). Visitors are expected to honor this policy.

### **6.18 Drug-Free Workplace**

The University of Indianapolis is committed to providing a workplace which is free from the unlawful manufacture, distribution, dispensation, possession, sale, or use of controlled substances. In accordance with the Drug-Free Workplace Act of 1988, the University enacted the [Drug-Free Workplace Criminal Drug Conviction Notification Policy](#). University employees will receive regular training in accordance with the University's policy. More information about the University's Drug Free Workplace program is located on the [Health & Safety](#) page on MyUIndy.

### 7.1 Benefits Eligibility

The University offers a full suite of benefits to eligible employees during employment. Benefits eligibility is determined based on the number of hours an employee is assigned to work per week (though various other eligibility criteria may apply based on the benefit). There are three main categories of benefits eligibility:

- *Regular Full-Time* (37.5+ hours per week): Eligible for all benefits offerings.
- *Regular Part-Time* (20 - 37.4 hours per week): Eligible for all offerings except Disability & Life Insurance.
- *Non-Regular Part-Time* (Less than 20 hours per week): Eligible to participate in the 403(b) Defined Contribution plan and may be eligible for some perk & discount programs.

The U.S. Department of Treasury via the Internal Revenue Service (IRS) regulates when employees that are eligible for group health plans may make changes to their benefits. Eligible employees may enroll or modify benefits during one of these three enrollment periods:

- *New Hire Enrollment Period*: 30 Days Following Start Date - Benefits Effective First of the Month Following 30 days after Start Date
- *Life Event Enrollment Period*: 30 Days Following Event Date - Benefits Effective First or Last Day of the Month Following the Event Date
- *Open Enrollment Period*: Designated Period During the 4th Quarter of a Given Calendar Year - Benefits Effective First Day of the Following Calendar Year

### 7.2 Benefits Offerings by Eligibility

BENEFIT	BENEFIT TYPE	REGULAR FULL-TIME	REGULAR PART-TIME	NON-REGULAR PART-TIME
<b>Medical Insurance</b>	Health Benefits	X	X	
<b>Dental Insurance</b>	Health Benefits	X	X	
<b>Vision Insurance</b>	Health Benefits	X	X	
<b>Health Savings Account (HSA)</b>	Health Benefits	X	X	n/a

<b>BENEFIT</b>	<b>BENEFIT TYPE</b>	<b>REGULAR FULL-TIME</b>	<b>REGULAR PART-TIME</b>	<b>NON-REGULAR PART-TIME</b>
<b>Flexible Spending Accounts (FSA)</b>	Health Benefits	X	X	n/a
<b>Basic Life Insurance</b>	Supplemental Benefits	X	n/a	n/a
<b>Voluntary Life Insurance</b>	Supplemental Benefits	X	n/a	n/a
<b>Short-Term Disability Insurance</b>	Supplemental Benefits	X	n/a	n/a
<b>Long-Term Disability Insurance</b>	Supplemental Benefits	X	n/a	n/a
<b>Critical Illness Insurance</b>	Supplemental Benefits	X	X	n/a
<b>Accident Insurance</b>	Supplemental Benefits	X	X	n/a
<b>Identity Protection Insurance</b>	Supplemental Benefits	X	X	n/a
<b>403(b) Plan</b>	Retirement Benefits	X	X	X
<b>Emeriti Retirement Health Plan (ERHP)</b>	Retirement Benefits	X	X	n/a

**7.3 Details Available Regarding your Employment Benefits**

The University allows spouses and dependent children (up to age 26) to enroll in the University’s medical, dental, and vision benefits. Spouses with access to medical coverage through their employer are not eligible for enrollment in the University’s plan(s). Employees can access detailed information about each plan under the [MyUIndy Benefits](#) page, including descriptions, plan documents, summaries, flyers, web page links, etc.

**7.4 Ancillary (“Supplemental”) Employee Benefits**

The University provides Long Term Disability Insurance and Basic Group Life Insurance to all eligible employees upon start at no cost. Premiums for all other supplemental benefits are solely the responsibility of the employee. Some coverages may be portable following termination of employment - you may contact the Human Resources Department to learn more.

## 7.5 403(b) and 457 Retirement Offerings

All University employees (excluding student employees and foreign nationals) are eligible to contribute a portion of their earnings to the 403(b) Defined Contribution plan. You can contact Human Resources for instructions on how to submit a salary deferral to begin these contributions. Eligible employees may qualify for an employer contribution from the University upon meeting certain years of service and employee contribution requirements.

The 457 Deferred Compensation plan is available to the President upon hire with employer contributions to be negotiated between the candidate and the Board of Trustees. 457 contributions must be rolled over within sixty (60) days following termination of employment to avoid immediate distribution of the funds.

You can find summary plan descriptions and plan documents in the [Benefits Communications](#) shared drive.

## 7.6 Paid Time Off (PTO)

The University offers eligible employees Paid Time Off (PTO) - which includes a variety of options to allow for authorized paid absences from work. These PTO offerings include: Holiday Leave, Vacation Leave, Sick Leave, Personal Days, Jury Duty Leave, & Bereavement Leave.

### 7.6.1 Vacation Leave

All employees assigned to work 20+ hours per week to be eligible to accrue Vacation Leave. The amount of Vacation Leave accrued per year is outlined below based on both years of service and FLSA status.

<b>Exempt Years of Service</b>	<b>Exempt Accrual Rate</b>	<b>Non-Exempt Years of Service</b>	<b>Non-Exempt Accrual Rate</b>
1 - 5 Years of Service	15 Days	Upon Hire	10 Days
6+ Years of Service	20 Days	3rd Anniversary	12 Days
n/a	n/a	6th Anniversary	15 Days
n/a	n/a	9th Anniversary	17 Days
n/a	n/a	12th Anniversary	20 Days

Employees assigned to Vice President, Assistant or Associate Vice President, and Administrative Faculty positions accrue 20 days (160 hours) per year.

Employees may carry over a maximum of five (5) days of Vacation Leave into the next academic year which will be applied on the pay period that includes September 1. New hires will be credited with Vacation Leave accrual time on a pro rata basis for their first month of service. Regular Part-Time employees accrue Vacation Leave as their counterparts on a pro rata basis in accordance with their assigned schedule.

Vacation Leave must be requested at least one (1) week in advance and approved by the employee's supervisor. Requests not made within the one (1) week period prior to the Vacation Leave start date may be approved at the supervisor's discretion. In general, no more than two (2) weeks of vacation should be approved at one time. Vacation Leave is not earned while in an unpaid status.

If two or more employees request vacation for the same time period and the department's staffing needs prevent both employees from being off, the employee who requested approval first will be awarded the time off. In the event that the requests are made at the same time, then the employee with the greater length of service will be awarded the time off. If an observed holiday occurs during an employee's scheduled vacation, the day of observance is taken as Holiday Leave. An employee who becomes ill while on an approved Vacation Leave may not apply sick leave to that period of illness.

All exempt staff are required to maintain their usage of Vacation Leave during the academic (September 1 – August 31) year and submit monthly online leave reports via MyUIndy Self- Service.

### **7.6.2 Sick Leave**

All employees scheduled to work twenty (20)+ hours a week are eligible for Sick Leave. Sick Leave is provided as an insurance against loss of pay when an employee is unable to work due to his/her own personal illness or injury, or for the care of an employee's ill immediate family member. The University reserves the right to require a physician's statement for any absence classified as Sick Leave.

Sick Leave becomes available as it is accrued and eligible employees accrue Sick Leave hours each pay period. Regular Full-Time employees scheduled to work twelve (12) months a year earn ten (10) days of sick leave per academic year, cumulative up to 120 days. Sick Leave hours carry over during the pay period that contains September 1. Regular Full-Time employees scheduled to work less than 12 months a year and Regular Part-Time employees accrue sick leave on a pro rata basis per pay period.

Exempt employees should use the eight (8) hour workday as the basis for entering time off and may take time off in increments no smaller than four (4) hours. Non-Exempt employees may take time off in two (2) hour increments.

Employees who are unable to report to work due to illness must notify their supervisor within one-half (1/2) hour prior to the start of their work schedule. Employees who are absent for more than one (1)

day must notify their supervisor on each day, or at intervals as requested. Sick Leave is not earned while in an unpaid status.

Sick Leave may only be used for the following reasons:

- Personal illness or medical disability which prohibits the performance of the duties of the job
- Absence from work because of exposure to contagious disease which, according to public health standards, would constitute a danger to the health of others
- Absence from work for medical/dental treatment when it is not possible to arrange such appointments for non-work hours
- Sickness in the employee's immediate family (spouse, children [including stepchildren and legally adopted children], grandparents, brothers, sisters, parents, and spouse's parents).

In the event of a work-related accident, the employee's earned Sick Leave benefit may be coordinated with benefits available under the Indiana Workmen's Compensation Act (or other state and federal Workers Compensation laws as applicable). The Sick Leave benefit will be reduced by the amount of the available Workers' Compensation benefits.

Recognizing the need for employees to occasionally be absent from work to conduct personal business or for emergencies not related to personal sickness or funeral leave, two (2) personal days per year are available under the Sick Leave policy. These two days are part of the Sick Leave days earned each year and are not to be taken in addition to the number earned in a year. If an employee takes two personal days during the year, it will reduce his/her Sick Leave balance by two days. If personal days are not used, they accumulate as sick leave and not additional personal days. Personal time must be used in a minimum of one-half (1/2) hour increments.

All exempt staff are required to maintain their usage of Sick Leave during the academic year (September 1 – August 31) and submit monthly online leave reports via MyUIndy Self-service. Employees who terminate employment do not receive pay for unused sick leave and personal days.

### **7.6.3 Holiday Pay**

#### **Official Holidays**

The University will publish a holiday schedule with the specific dates of holidays that will be observed each year. The University recognizes the following twelve and a half (12.5) days as Official Holidays: New Year's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Wednesday after noon preceding Thanksgiving, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve, and Christmas Day.

To receive holiday pay, eligible employees must be in a paid status or on an approved leave of absence both on the last scheduled workday immediately preceding the holiday and the first scheduled workday

immediately following the holiday. When a holiday (other than Christmas) falls on a Saturday, the preceding Friday shall be a holiday, when on a Sunday, then the following Monday.

Regular Part-Time employees and Non-Regular employees (working less than twelve (12) months per year) are entitled to holiday pay for holidays that fall within their regular work schedule. For example, if the employee would have been scheduled to work on a day designated as a holiday, the employee is entitled to that holiday with pay. The number of hours paid is based on the employee's normally scheduled work hours.

Temporary staff members and those in non-benefit eligible positions are not eligible for paid holidays. Employees who are on pre-approved paid absences (e.g., vacation, sick leave) for the last scheduled workday preceding a holiday and/or first scheduled workday following the holiday will be eligible for holiday pay.

Some offices may need to be staffed during one of the twelve and one-half (12.5) official University holidays. The department head will decide whether the office must be open on a given holiday and will determine the staff coverage necessary. Non-exempt staff who are required to work on one of the twelve and one-half (12.5) scheduled holidays will be paid time and one-half for hours worked on the holiday in addition to normal holiday pay.

#### Recognized ("Unofficial") Holidays

In addition to the twelve and one-half (12.5) Official holidays, additional Unofficial holidays are recognized for Regular Full-Time and Regular Part-Time (pro rata) exempt and non-exempt staff are allotted as follows: five to seven (5 - 7) days between Christmas and January 3rd, two (2) days for Fall Break, and five (5) days for Spring Break. Regular Part-Time and Non-Regular Part-Time employees are only eligible for holiday pay on days that fall within their regular work schedule.

Although the vast majority of University offices are listed as closed during these days, employees are excused only if the supervisor is in agreement and the workload is such that the efficiency of the office will not suffer. Non-exempt staff, other than Facilities, who are required to work on one of the additional days listed above, will be paid time and one-half for hours worked in addition to regular pay for this scheduled day off. Non-exempt Facilities staff who are required to work on one of the additional days listed above, will receive additional vacation time commensurate to the hours worked. Vacation carry-over provisions apply.

Whenever possible, department heads are encouraged to grant time off for the observance of religious or other holidays which are not official University holidays. Staff members wishing to observe holidays in addition to the University holidays listed above may request to take the additional time as personal time, vacation, or without pay.

## **7.7 Other Paid Leaves from Work**

### **7.7.1 Paid Family and Medical Leave (“Paid Staff Leave”)**

The University recognizes the need for paid time off to allow employees to achieve work/life balance. This policy provides paid leave to eligible staff employees for family and medical-related absences.

All staff (non-faculty) employees assigned to work 20+ hours per week and with at least twelve (12) months of service are eligible for Paid Leave. Eligible employees must be on an approved Family and Medical Leave Act (FMLA) leave to qualify for Paid Staff Leave.

This policy provides up to six (6) weeks of paid leave at 100 percent of the regular base pay to eligible employees on an approved FMLA leave. Paid Staff Leave will run concurrently with leave provided under the FMLA. Paid Staff Leave will be paid at 100 percent of pay based on a 40-hour workweek for regular full-time employees. Regular Part-Time employees will receive Paid Staff Leave on a pro-rata basis determined by their average weekly hours over the preceding six (6) weeks.

Eligible employees may not combine this Paid Leave policy with other forms of paid leave (e.g., holiday pay, sick pay, vacation pay) to exceed a total of 100 percent of regular base pay.

### **7.7.2 Bereavement Leave**

All Regular Full-Time and Regular Part-Time employees are eligible for paid absence benefits to make funeral arrangements and/or to attend the funeral for a death in the immediate family.

Regular Full-Time employees may be granted up to three (3) working days with pay within one (1) week from the date of the death of an immediate family member. Immediate family members are the employee's spouse, parents, grandparents, grandchildren, brothers, sisters, children, and members of the same household (this policy includes “great” and “in-law” of the relationships noted above). Employees should request Bereavement Leave from their immediate supervisor by informing him or her of the death and the number of days requested. Pay for such missed work time charged to Funeral Leave will be at straight time rates, with shift differential and weekend work premium not applicable.

To verify the relationship of the deceased to the employee, a funeral program or obituary may be required by the employee's supervisor. Where, however, this verification is not easily obtained, the employee may contact Human Resources for assistance in securing the requested information. Should the death of a relative occur while the employee is on scheduled paid time off, the employee should immediately notify his/her supervisor so that the necessary time off, up to the maximum days referenced above, may be charged to Bereavement Leave. If a Bereavement Leave day falls on a University approved holiday, the holiday overrides the Bereavement Leave day, whether or not the employee is scheduled to work that holiday.

Should additional time off in excess of the time provided for in this policy be necessary to attend the funeral, such additional time off may be requested either as Vacation Leave, Personal Leave, or other

authorized non-paid time off. Such requests must be coordinated with the employee's supervisor (and Human Resources if requesting Personal Leave).

### **7.7.3 Jury Duty Leave**

The University recognizes employees' obligation to complete compulsory jury duty service in federal or state court without sustaining financial loss. All Regular Full-Time and Regular Part-Time employees are eligible for this benefit.

Eligible employees shall notify their supervisor before serving and must present the jury notification, subpoena, or court order to their supervisor as soon as possible. If an employee is subpoenaed as a witness in a legal proceeding, the employee is expected to return to work as soon as possible after testifying. A copy of the subpoena must be provided to the supervisor upon request.

The University pays 100 percent of regular wages for time absent from work while an employee serves on jury duty or while subpoenaed in a legal proceeding. This payment will continue for the period of time the employee is required to serve on the jury that coincides with their regular working hours. If the court excuses the employee from jury duty during working hours, the employee should report to work immediately. The University will not reduce Jury Duty Leave by payments received for jury duty or require an employee to or sign over payments received for jury duty.

### **7.7.4 Military Leave**

The University of Indianapolis recognizes the importance of the military service and makes provision for eligible employees to attend short-term military duty by providing paid leave benefits.

All Regular Full-Time and Regular Part-Time employees who are members of the United States Armed Forces, National Guard units, or who are reserve members, will be granted a paid leave of absence for military service, training, or other obligations. The University will pay the difference between the employee's military pay and base pay if the employee's military pay is less. Employees who are ordered to active duty for Reserve or National Guard training are eligible for up to two (2) weeks of paid leave annually. Employees who are called to active duty beyond the annual training period for the purpose of providing assistance during a national emergency, natural disaster, etc. are eligible for a maximum of six (6) months of paid leave. Any additional military leave time off will be recorded as unpaid leave unless employees elect to use their accrued vacation days during the extended military leave.

At the conclusion of the leave period, employees will have the right to return to the same position held prior to the leave or to positions with equivalent pay and benefits. Employees who are called to active duty must notify Human Resources and their supervisor immediately of their scheduled departure date and provide a copy of the official military order. Employees on military leave may elect to continue their current health insurance coverage at the normal contribution rates for up to six (6) months. Following this period, employees on military leave may continue health insurance coverage by paying the full (university and employee) cost. Payment arrangements may be made with Human Resources.

### **7.7.5 Sick Leave Donation Policy**

The Sick Leave Donation policy is to aid University staff employees who are experiencing serious medical hardship or catastrophic illnesses and have exhausted all paid leave by providing them temporary salary and benefit continuation. The policy allows employees to donate sick leave to a “bank” to be used by co-workers who meet the eligibility requirements.

Regular Full-Time and Regular Part-Time employees who have exhausted all other forms of paid leave (paid staff leave, vacation leave, sick leave, etc.), completed one (1) year of service, worked at least 1,250 hours during the preceding 12 month period, and meets the definition of having a “serious medical condition” as defined under the Family and Medical Leave Act (i.e. a physical or mental impairment necessitating absence from work and inpatient treatment or ongoing medical care) are eligible for donation under this policy. The maximum number of days that an eligible employee may receive from the bank is twenty (20) work days. The amount of pay received will be based on the receiving employee’s current hourly base rate. All monies received will incur appropriate taxes and other required deductions.

Non-qualifying medical conditions include pregnancy (exception for medical complications), illnesses or injuries covered by an employer paid long-term disability policy, Workers’ Compensation, intermittent illness, or injuries incurred in the course of committing a crime. The donated leave must be used for the serious illness or injury of the employee and may not be used for an employee’s spouse, child, or other family member or for the employee’s estate.

The requesting employee must complete a Sick Leave Donation Program request form - these forms can be requested from Human Resources. To become eligible to receive donated leave from the leave bank, an employee must have donated at least a full day of sick leave into the bank. A Sick Leave donor may not revoke a donation once submitted in writing. Sick Leave donation is accumulated into a Sick Leave Donation Bank and is therefore anonymous to the recipient. Donations cannot be designated for a specific employee. The donor must be currently in a position that accrues Sick Leave and may only donate Sick Leave hours already accrued and not prior to accrual.

There will be no limit to the number of Sick Leave hours staff may donate; however, a Regular Full-Time donor must retain a minimum of forty (40) hours of Sick Leave and a Regular Part-Time donor must retain a minimum of twenty (20) hours of Sick Leave for personal use. Employees who are in the process of employment termination cannot donate their Sick Leave balance to the Sick Leave Donation Bank. Donations can only be used for future catastrophic needs and not to pay someone retroactively.

The identity of the donors and recipients will be kept confidential except as required to administer the policy and for any required legal action. Human Resources will manage the Sick Leave Donation Bank and communicate to payroll the number of hours to be paid to the employee. Payroll will administer the donated time and pay the recipient based on the employee’s regular payroll schedule. If no days are available in the bank, no funds will be available to be paid. The University may amend or stop the program at any time.

## **7.8 Personal Leave of Absence (“Personal Leave”)**

Regular Full-Time and Regular Part-Time (benefit eligible) employees who have completed at least six (6) months of service with the University may request a Personal Leave of Absence.

The Personal Leave must be requested in writing at least two (2) weeks in advance, unless necessitated by an emergency, in which case verbal notification should be followed by a written application for the leave.

Personal Leave may be granted for a period of up to sixty (60) calendar days in any one year. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than thirty (30) calendar days. Requests for Personal Leave must be approved by the department and Human Resources. Approval decisions must take into consideration the staffing and budgetary needs of the department. Requests may be denied based on these or other reasonable considerations.

Accrued Vacation and Sick Leave (if for medical reasons) will be exhausted, respectively, before Personal Leave becomes unpaid. At the conclusion of the leave of absence, an employee will receive every reasonable consideration by the University in returning to his or her original position or to a position of similar responsibility and salary level; however, the University cannot guarantee reemployment. An employee who fails to return to work following an approved leave period will be considered to have voluntarily resigned.

## **7.9 Tuition Assistance Programming**

### **7.9.1 Tuition Discount**

The University extends tuition discount benefits to employees of the University (and applicable family members) who enroll in baccalaureate or masters programs of the University and meet certain criteria. Regular Full Time employees are immediately eligible for this benefit and a one (1) year waiting period is required before this benefit is available for Regular Part-Time employees. Adjunct Faculty employees must have taught six (6) credit hours during the preceding academic year and be currently teaching to be eligible. Employees that begin employment after the semester has started will not be eligible for the discount until the beginning of the next semester. This policy does not apply to doctoral programs.

Regular Full-Time employees, their spouses, and natural or adoptive children or stepchildren who enroll at the University are eligible to receive a 100% tuition discount for undergraduate courses. Regular Full-Time employees are eligible to receive a 100% tuition discount for master’s degree courses, and their spouses are eligible to receive a 50% tuition discount for master’s degree courses.

Regular Part-Time employees, their spouses, and natural or adoptive children or stepchildren who enroll at the University are eligible to receive a 25% tuition discount on undergraduate courses. Regular Part

Time employees and their spouses are eligible to receive a 12.5% tuition discount for master's degree courses. Hourly employees must work at least twenty hours per week, ten months a year to be eligible.

For purposes of this policy, "children" are defined as those who: meet the age requirement for dependency under the Free Application for Federal Student Aid (FAFSA) (i.e. under age 23), have never been married, are not a veteran of the U.S. Armed Forces, have not received their first baccalaureate degree, do not have children of their own for whom they provide more than half support. No tuition discount is granted to employee's children who are matriculated into a graduate program and charged tuition at the graduate level.

Employees, spouses, and their children pursuing an initial undergraduate degree must complete the FAFSA every year. The Pell Grant can be used for fees and on-campus room and board. Employees may enroll in any class that does not interfere with the work schedule. Employees who work the regular 8:00 a.m. to 4:30 p.m. schedule may use only the 11:00 a.m., 12:00 noon, or 1:00 p.m. class periods to attend a class. Attendance at one of these hours will substitute for the employee's lunch break. The opportunity to attend classes during the scheduled work hours is a privilege and not a right. The work requirements of the department, the employee's job performance, etc., may affect the decision for approval.

An employee who separates from employment with the University prior to the last day of the semester will receive a prorated tuition discount benefit for themselves and all eligible dependents enrolled for the semester. The former employee will be responsible for paying any unpaid balance in full. In the event of the death or long-term disability of the employee while working at the University, the dependent spouse and child(ren) would continue to be eligible for the benefit under this policy until achieving the first baccalaureate degree.

Contact Human Resources or review the [MyUIndy Benefits](#) page for the application forms for this policy. These forms should be submitted to Human Resources.

### **7.9.2 Tuition Exchange**

The University participates in two (2) programs that provide opportunities for dependent children of full-time faculty and staff who are pursuing an undergraduate degree to attend various institutions across the country and receive, in most cases, full tuition benefits for up to four (4) years.

- The University participates in the Council of Independent Colleges Tuition Exchange Program (CIC-TEP) which includes 400+ participating colleges. Information on this program can be found at [www.cic.edu](http://www.cic.edu).
- The University participates in the Tuition Exchange Program (TEP) which includes 600+ participating institutions. Information on this program can be found at [www.tuitionexchange.org](http://www.tuitionexchange.org).

For purposes of these programs, “dependent children” are defined as those who meet the following criteria: are natural, adopted, or stepchildren of an active employee, meet the age requirement for dependency on the FAFSA (i.e. under age 23), have never been married, are not a veteran of the U.S. Armed Forces, have not received their first baccalaureate degree, and do not have children of their own for whom they provide more than half support.

Contact the Financial Aid Department for more information about these programs.

## **7.10 Other Discounts and Benefits of Employment**

### **7.10.1 On-Campus Benefits and Access**

University employees have access to a variety of on-campus benefits such as an on-site clinic and access to campus fitness facilities. For a full list of campus benefits and community discounts, see the [Benefits - Discounts page](#) on MyUIndy. Employees may need their Employee ID to access these benefits.

### **7.10.2 Campus Loans & Discounts**

The following employee loans & discounts are available for University employees:

- [Technology Discounts](#): A variety of discounts for technology products are offered to University employees at discounted rates via the IT Department.
- [Cash Advance Policy](#): Cash advances for activities in furtherance of University business may be available for a variety of circumstances.
- [Gift Certificates Policy](#): Gift cards and certificates purchased in furtherance of University business may be available for a variety of circumstances.
- [Technology Loan Program](#): Interest free loans available for personal computer equipment up to \$2,500 and repayable over a period up to 24 months.
- [Bookstore Discounts](#): Employees are eligible to receive a ten (10) percent discount on all personal purchases (textbooks not included).