

UNIVERSITY OF DALLAS

Employee Handbook

Revised 09/13/2019

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Section 1: General

1.1 Introduction

Welcome! Whether you have recently joined the University of Dallas or have been with us for a while, it is our hope that you find your time here both personally and professionally rewarding. We are confident that your individual talents, skills, and abilities will make a valuable contribution in support of our vision and mission.

This handbook summarizes the general policies and procedures associated with employment at the University of Dallas. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the policies and procedures described. If you have specific questions concerning the applicability of a policy or procedure, please contact the Office of Human Resources at Cardinal Farrell Hall, 1845 E. Northgate Drive, Irving, TX 75062-4736 or call 972-721-5382.

1.2 Vision, Mission, and Core Values

Vision

The University of Dallas aspires to be recognized regionally and nationally as a premier Catholic, liberal arts school and a first-choice institution for practice-oriented, professional business education.

Mission

The University of Dallas is dedicated to the pursuit of wisdom, of truth, and of virtue as the proper and primary ends of education. The University seeks to educate its students so they may develop the intellectual and moral virtues, prepare themselves for life and work in a problematic and changing world, and become leaders able to act responsibly for their own good and for the good of their family, community, country, and church.

The University understands human nature to be spiritual and physical, rational and free. It is guided by principles of learning that acknowledge transcendent standards of truth and excellence that are themselves the object of search in an education.

The University is especially dedicated to the pursuit of liberal education in both its undergraduate and graduate programs. In its liberal arts programs, the University is committed to the recovery and renewal of the Western heritage of liberal education. The University is equally committed to providing professional programs at the graduate level. Its professional programs, in a common spirit with the University's liberal arts programs, are dedicated to reflecting critically upon the ends governing one's own profession, to fostering principled, moral judgment, and to providing the knowledge and skills requisite for professional excellence. Whether professional or liberal, the University is convinced of the priority of the ethical over the technical, of the primacy of persons over things, of the superiority of the spirit over matter. The University seeks to offer those graduate and undergraduate programs that will address important needs of society, and that can be offered in a manner consistent with the University's primary institutional commitments.

The University as a whole is shaped by the long tradition of Catholic learning and acknowledges its commitment to the Catholic Church and its teaching. The University is dedicated to the recovery of the Christian intellectual tradition, and to the renewal of Catholic theology in fidelity to the Church and in constructive dialogue with the modern world. It seeks to maintain the dialogue of faith and reason in its curriculum and programs without violating the proper autonomy of each of the arts and sciences. The University is open to faculty and students of all denominations, and it supports their academic and religious freedom. It thus seeks to provide an academic and collegial community which will help students acquire a mature understanding of their faith, develop their spiritual lives, and prepare themselves for

their calling as men and women of faith in the world.

Core Values

- The University of Dallas is committed to the study and development of the western tradition of liberal education, and the Catholic intellectual tradition.
- The University of Dallas understands human nature to be spiritual and physical, rational and free. It is guided by principles of learning that acknowledge transcendent standards of truth and excellence that are themselves objects of inquiry and research.
- The University of Dallas is open to faculty and students of all faiths, and it supports their academic and religious freedom without discrimination.
- The University of Dallas seeks to maintain the dialogue of faith and reason, while assuring the proper autonomy of each of the arts, sciences, and professions.
- The University of Dallas promotes professional and graduate education that shares a common spirit with the liberal arts: reflecting critically on the ends governing the profession, fostering principled moral judgment, and providing the knowledge and skills requisite for professional excellence.

1.3 Employment-at-will

Your employment with the University of Dallas is a voluntary one and is subject to termination by you or the University at-will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or eliminate or modify in any way the employment-at-will status of University of Dallas employees. This policy may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the President of the University or the Board of Trustees, whichever is applicable. No oral agreements constitute a contract for employment with the University.

This handbook may be changed at the discretion of the University. The language used in the handbook should not be construed as creating a contract for employment or guaranteeing employment for any specific length of time.

Please consult Human Resources with questions about the policies in this handbook or questions about the “at-will” policy.

1.4 University of Dallas Address

University of Dallas
1845 E. Northgate Drive
Irving, TX 75062-4736

1.5 University of Dallas History

The charter of the University of Dallas dates from 1910 when the Vincentian Fathers took that name for the Holy Trinity College they had founded five years earlier. Holy Trinity College closed in 1928 and the charter was placed with the Catholic Diocese of Dallas. In 1955, the Western Province of the Sisters of Saint Mary of Namur obtained it for the purpose of operating a new institution in Dallas that would absorb their junior college in Fort Worth, Our Lady of Victory. The Sisters, together with laymen Eugene Constantin, Jr. and Edward R. Maher, Sr., induced Bishop Thomas K. Gorman to have the diocese assume sponsorship of the new institution with ownership by its Board of Trustees.

Bishop Gorman announced that the University would be a four year co-educational institution welcoming students of all faiths and races, and offering work on the undergraduate level with a graduate school to be added as soon as practicable. The University opened its doors to 96 degree-seeking students in

September, 1956, on a 1,000 acre tract of rolling hills northwest of the city of Dallas which is now part of Irving/Las Colinas.

Members of the Cistercian Order and the Sisters of Saint Mary, together with three Franciscan fathers and a number of laymen, comprised the original faculty of the University of Dallas. Dominican priests joined the faculty in 1958 and established Albert the Great Priory. The School Sisters of Notre Dame came in 1962. Today the faculty has become largely lay and counts numerous distinguished scholars among its members.

Accreditation by the Southern Association of Colleges and Schools came in 1963 and has been reaffirmed regularly. Significant honors have been won by University graduates since the first graduating class in 1960, including Fulbright and Woodrow Wilson awards for graduate studies. In 1989, the University of Dallas became the youngest school in the century to be awarded a Phi Beta Kappa chapter.

A \$7.5 million dollar grant from Blakley-Braniff Foundation established the Braniff Graduate School of Liberal Arts in 1966. The Constantin Foundation similarly endowed the undergraduate college and in 1970 the Board of Trustees named the undergraduate college the Constantin College of Liberal Arts.

The Graduate School of Management, established in 1966, offers one of the largest MBA programs in the Southwest. Influential programs in Art and English also began in 1966. In 1973, the Institute of Philosophic Studies, the doctoral program of the Braniff Graduate School of Liberal Arts, was initiated. The School of Ministry began in 1987. It was renamed in 2016 to the Neuhoﬀ School of Ministry, in honor of the Ann & Joe O. Neuhoﬀ family. The College of Business, incorporating the Graduate School of Management and undergraduate business, opened in 2003. It was renamed in 2013 to the Satish & Yasmin Gupta College of Business.

On June 11, 1994, the University dedicated permanent facilities for its Rome Program that began in 1970. The 12-acre Eugene Constantin Campus, also known as Due Santi, is located near Albano, Italy (15 kilometers from the heart of Rome).

Today the University enrolls nearly 2500 students from the United States and globally. The University continues to thrive and contemplates the future with confidence. As the late President Donald Cowan often said, "Indeed, there is a spirit that walks these hills."

1.5.1 Past Presidents

F. Kenneth Brasted	1956 to 1959
Robert Morris	1960 to 1962
Donald A. Cowan	1962 to 1976
Bryan F. Smith	Appointed Chancellor during search
Dr. John R. Sommerfeldt	1978 to 1980
Dr. Svetozar Pejovich	Appointed Acting President during search
Dr. Robert F. Sasseen	1981 to 1995
Monsignor Milam J. Joseph	1996 to 2003
Robert M. Galecke	Interim President December 2003 to July 2004
Dr. Francis M. Lazarus	2004 to 2009
Robert M. Galecke	Interim President September 2009 to February 2010
Thomas W. Keefe, J.D.	March 2010 to May 2018
Dr. John G. Plotts	Interim President May 2018 to June 2019
Dr. Thomas S. Hibbs	July 2019 to present

1.5.2 History of Campus Buildings

Cardinal Farrell Hall, serves as the administration building for the University housing the Business Office, Human Resources, Financial Aid, Registrar, Provost, Institutional Research, Advancement/Marketing, and Executive Offices.

Braniff Memorial Tower, at the south end of the mall opposite the Braniff Graduate Building, rises 188 feet above the campus. The Tower is a memorial to Tom and Bess Braniff. It serves as a landmark and as a symbol of the University. The Braniff Tower houses four bronze bells, The Cowan Bells. A gift of King Foundation, the bells are named in honor of Donald A. Cowan, president of the University from 1962 until 1977, and Louise S. Cowan, professor of English, who designed the University's literary tradition sequence.

Anselm Hall houses offices for the departments of Modern Languages and Classics along with faculty offices and classrooms.

Augustine Hall, Gregory Hall and Jerome Hall are the residence halls on the west side of campus. They house approximately 225 students. Augustine Hall holds offices on the first floor which include Career Services, Rome and Summer Programs, Psychology department, Academic Success Office, Online Learning, and faculty offices. Resident housing is on the second floor. Each building has a lounge, television area, kitchen, and laundry room.

University Apartments, located on campus along Soledad Drive, opened in the fall of 1980, and houses approximately 115 students. These small apartments house upper-division students in one (two-student occupancy) and two (four-student occupancy) bedroom apartments. Students have the option of preparing their own food or participating in the University food service plan. The apartment complex is a winner of the 1981 Texas Society of Architects Honor Award in recognition of outstanding architectural design and achievement.

Clark Hall is a four-story residence hall which opened in January, 2010 and houses almost 300 upper class students in single units, double units and triple units. The building's common spaces include a large lounge with game tables, two patios, a landscaped courtyard, TV room, conference room, laundry facilities and parking garage. Formerly West Hall, Clark Hall was re-named in May of 2016 as a dedication to Mr. Zach Clark.

Ed Maher Athletic Center, named in honor of one of the University's principal founders, includes a fitness area, gymnasium, outdoor swimming pool and tennis courts.

Church of the Incarnation, an exquisitely designed and crafted 500-seat church, was completed in 1985. In addition to the main worship space, it includes the original chapel named in honor of St. Thomas Aquinas.

Gorman Lecture Center is named for the founding Bishop of the University, Thomas K. Gorman. Completed in 1965, it contains a variety of instructional areas, social spaces, and the Department of Information Technology.

Patrick E. Haggerty Science Center, a 60,000-square-foot teaching and research facility, completed in 1985, commemorates an outstanding industrialist and scientist and one of the University's most dedicated trustees.

J.M. Hagggar, Sr. University Center, made possible through the Hagggar Foundation and other bequests, is a facility which includes the University dining room, cappuccino bar, the Rathskeller, bookstore, post office, lounges, Student Activities and Government offices, Chaplain's office, Health Center for undergraduate students, University of Dallas Police Department, Visitor's Center, Purchasing, and meeting and reception rooms. This award-winning facility, completed in 1975, is located on the Braniff Mall.

Braniff Graduate Building, a gift from the Blakley-Braniff Foundation in memory of the founder of Braniff International Airways, contains classrooms, seminar rooms, Braniff Graduate School, Registrar's Office, Constantin Dean's Office, and faculty offices. It also houses the collections of the University library.

William A. Blakley Library, dedicated to a principal benefactor of the University, is connected to the Braniff Memorial Library. Together they house the University's reference, periodicals, reserve, and circulating library collections. These include more than 150,000 catalogued volumes in book form, more than 70,000 volumes in microfilms, and over 800 current titles of periodicals.

SB Hall, the new state-of-the-art home for the Satish & Yasmin Gupta College of Business, opened in January 2016. The 45,000 square foot academic building is the centerpiece of the University's acclaimed college of business as well as a global center of business learning, ideas, and innovation. The facility houses the University's Gupta College of Business faculty offices, a Financial Markets lab, a production studio, community gathering spaces, and study lounges.

Haggerty Art Center, completed in 1962, and the newly completed **Haggerty Arts Village** were gifts of Mr. and Mrs. P. E. Haggerty. Each of the five buildings located in the Arts Village has its own emphasis: Art History, Painting/Printmaking, Ceramics, Sculpture, and Arts Foundation. The buildings are equipped with studios, offices and gallery space for exhibits.

Margaret Jonsson Theater and Courtyard, includes an 80-seat theater, workshop and landscaped area for outside receptions and theater. Using an older campus building, the renovations and extensions were made possible by a gift from Mr. and Mrs. Erik Jonsson.

Madonna, O'Connell and Theresa Halls house approximately 200 students. Each hall has a lounge, television room, kitchen facilities and a laundry room. O'Connell Hall is named in honor of the late Sister Mary Margaret O'Connell of the Sisters of St. Mary of Namur who served as registrar for the University when it opened until her death in June, 1973.

Catherine Hall is home to the School of Ministry and the Drama costume shop located on the East Quadrangle.

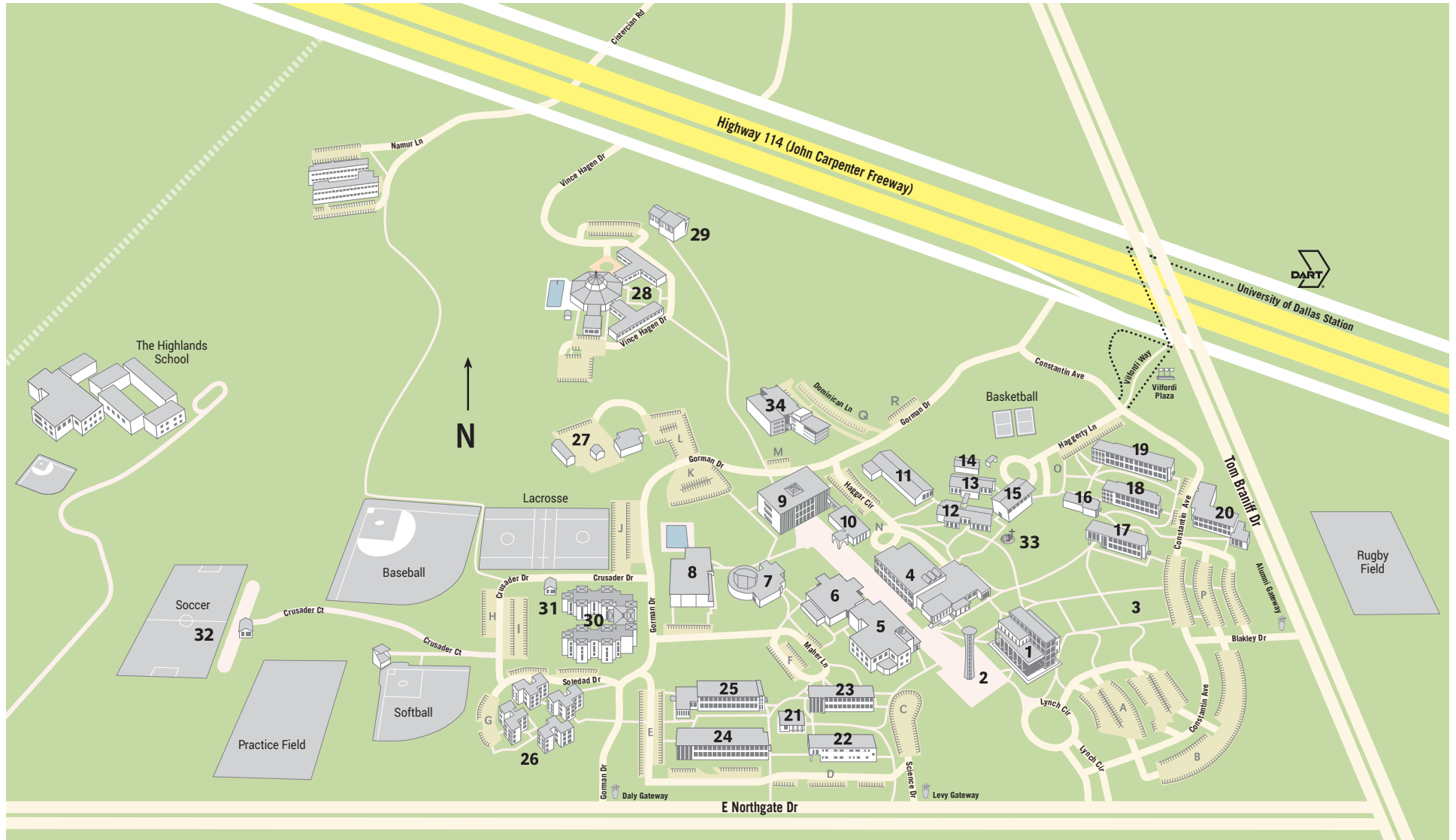
Facilities Center, located at the northwest corner of the campus, houses maintenance and operation crew, and equipment.

UNIVERSITY OF DALLAS

1845 E. Northgate Dr.
Irving TX 75062

972-721-5000 ■ udallas.edu

1. Cardinal Farrell Hall
2. Braniff Memorial Tower
3. Future home of auditorium
4. J.M. Haggar Sr., University Center/ Visitor Center
5. Patrick E. Haggerty Science Center
6. Gorman Lecture Center
7. Church of the Incarnation
8. Ed Maher Athletic Center
9. Cowan-Blakley Memorial Library/ Braniff Graduate Building (Braniff Graduate School & Constantin College)
10. William A. Blakley Building
11. Beatrice M. Haggerty Gallery
12. Painting/Printmaking
13. Ceramics
14. Novinski Arts Foundation Building
15. Sculpture
16. Margaret Jonsson Theater
17. O'Connell Hall
18. Theresa Hall
19. Madonna Hall
20. Catherine Hall (Ann & Joe O. Neuhooff School of Ministry)
21. Drama Building
22. Anselm Hall
23. Augustine Hall
24. Gregory Hall
25. Jerome Hall
26. Student Apartments
27. Facilities Department
28. Holy Trinity Seminary
29. St. Albert the Great Priory
30. Clark Hall
31. Athletic Pavilion & Restrooms
32. Soccer Field
33. Our Lady of Guadalupe Shrine
34. SB Hall (Satish & Yasmin Gupta College of Business)



1.6 Offices and Services

Academic Success Office: Provides academic and support services for students

Admissions: Undergraduate admissions

Advancement Services: Philanthropic giving, gift processing, donor relations, prospect research, and database programs, alumni relations/communications, volunteer options, and events

Archives & History: University archives and historical data

Art Gallery: Inviting an array of contemporary artist to the University's campus

Athletics: University athletic programs

Bookstore: Textbooks, course materials, apparel, and accessories

Business Office: Payroll, Accounts Payable, and Bursar's office

Business Resource Center: Supports the academic operations of the College of Business faculty

Campus Ministry: Spiritual, intellectual, and moral development of the University community

Career Development: Career counseling and coaching, internships and job boards for off campus employment.

Conferences & Events: Reserving venues for meetings, social events, and more

Counseling Center: Provides counseling related to all early adolescent and early adulthood issues, college life issues, and psychological issues

Dining Services: Haggard Café & The Rathskeller

Facilities: Facilities and grounds maintenance, technical repairs and campus special events assistance

Financial Aid: Assisting students in paying for college

Fitness Center & Pool: Fitness center and pool serves the University community

General Counsel: Provides legal services to the University of Dallas and is responsible for safeguarding the University's legal interests and managing all of its legal affairs.

Health Services: Health clinic for University students

Housing & Residence Life: Provides on-campus housing for students

Human Resources: Talent acquisition, wellness/benefits, training, student employment, employee relations, equal employment and affirmative action, performance management, and university ADA/AA services for employees and applicants

Information Technology Systems: Email, network, and computer support for University

Institutional Effectiveness: Data collection, data analysis and institutional reporting

Institutional Review Board: Assists researchers in the protection of the rights and welfare of human subjects participating in research

International Student Services: Information on I-20s, housing, and international student activities

Library: Maintains collections, resources for students, alumni, faculty, staff and visitors

Marketing and Communications: University marketing and communications, media relations, print requests and more

Military & Veteran Services: Assisting veterans and families in cooperation with the VA & Texas Veteran's Commission

Notary Services: Provides notary services on campus

Personal Career Development: Career counseling and coaching, internships and job board

Police Department: Physical security, Clery Act safety and emergency services

Print Lab: Provides students access to printing services

Printing & Postal: Provides printing and post office services

Provost: University of Dallas' Chief Academic Office

Purchasing: Acquisition of materials and services

Registrar: Student registration services

Rome & Summer Programs: Study opportunities in Irving, Rome, and other study abroad locations

Student Account Services: Tuition and fee payments

Student Activities: Educational, cultural, social, and recreational programming

Student Affairs: Creates a vibrant campus environment for students through student officers, clubs, other activities, and engagement of parents and families as part of the University Community

1.7 Conflict of Interest

The University of Dallas is a non-profit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS, as well as state regulatory and tax officials, view the operations of the University of Dallas as a public trust, which is subject to the scrutiny by, and accountable to, such governmental authorities as well as to members of the public.

Consequently, there exists between the University of Dallas, its board, officers, deans, exempt employees, and the public a fiduciary duty which carries with it a broad and unbending duty of loyalty and fidelity. These individuals have the responsibility of administering the affairs of the University of Dallas honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of the University. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the University or knowledge gained for their personal benefit.

The University is committed to the highest ethical and professional standards of conduct as an integral part of its mission, the promotion of learning. To achieve this goal, the University relies on each community member's ethical behavior, honesty, integrity, and good judgment. Each community member should demonstrate respect for the rights of others. Each community member is accountable for his/her actions.

The University and each community member must transact University business in compliance with all laws, regulations, and University policies related to their positions and areas of responsibility. Understanding and following these standards can be complex - for example, in the areas of purchasing, use of technology, and employment matters. Only designated officers are authorized to sign contracts or authorize certain personnel actions. In addition, community members are expected to behave in a manner which respects the freedom of others, as well as, refraining from interfering with, obstructing or disrupting a normal University activity, even while exercising their own freedom of expression. Managers and supervisors are responsible for teaching and monitoring compliance in their areas.

On occasion, exempt employees may be asked to perform temporary duties for compensation by a University department outside of their own. These overloads should be discussed with the employee's primary supervisor prior to any verbal or written agreement. Any additional work that conflicts with scheduled assignments or adversely affects regular work and performance is prohibited. An employee's primary supervisor retains the ability to approve, or deny, an overload. Non-exempt employees are not eligible for staff overload assignments. All assignments for additional pay are subject to the President's review and approval.

The question of employees engaging in outside professional activities for compensation may arise. The University may permit such activity under certain conditions. On the other hand, the individual's first responsibility is to the University. It is imperative that there is a clear understanding as to the conditions under which outside work is approved. The following provide guidance:

- Exceptional skills of these individuals are thus made available as a contribution to community life.
- Practical experience in the staff member's field may improve his or her skills on the campus.
- Such activities may provide a legitimate way of supplementing the income derived from the University.
- Outside services should be consistent with the academic training and prestige of the profession.
- No outside service shall be competitive with any program of the University.
- Any commercial advertising using the UD affiliation of the faculty or staff member is prohibited.
- Any outside work requiring more than an average of eight 8 hours per week shall be considered to impinge on the individual's obligations to his or her primary position with the University is prohibited.
- Clearance must be made with the appropriate Dean and the Provost prior to taking any outside assignment in any area of professional activity. This provision does not apply to that portion of the year when the individual's time is not contracted to the University.
- Any outside work which conflicts or interferes with scheduled assignments are improper.
- Outside work does not justify any individual spending less time on campus than is normally expected and does not excuse neglect of any obligation normally expected of an employee.
- Outside work is no substitute for research or the publication of creative work which enhances the stature of the faculty. Such outside work can only complement such creative endeavor.

1.7.1 Reporting Suspected Violations or Concerns

The University's compliance efforts focus on teaching members of the University community the appropriate compliance standards for the areas in which they work. Nevertheless, violations may occur. In addition, members of the University community may have concerns about matters that they are not sure represent violations. This section describes community members' responsibilities for reporting violations or concerns, and how these responsibilities may be carried out.

Each community member is encouraged to report violations or concerns about violations of this code

of conduct that come to his/her attention. Managers have a special duty to adhere to the standards set forth in this code, to recognize violations, and to enforce the standards. Disciplinary actions for proven violations of this code of conduct, or for retaliation against anyone who reports possible violations, will be determined on a case-by-case basis and may include termination of employment. Individuals who violate the code may also be subject to civil and criminal charges in some circumstances.

You may anonymously report violations or concerns to your immediate supervisor or department head or the Assistant Vice President of Human Resources. You may also call the independent Compliance Reporting Hotline at (888-317-8072) or make a report online at udallas.ethicspoint.com.

1.8 Dress Code and Appearance

All employees are expected to dress professionally and in a manner consistent with the University's environment. Due to high contact with the public and students "business casual" is appropriate.

Certain departments may require a dress code compatible with that department's degree and level of public contact. In some instances, certain departments may require the use of uniforms including the use of specific types of shoes, hats for use during summer heat, and/or other applicable apparel. Employees are expected to adhere to these requirements. Any dress code established by a University department should be enforced consistently within that working environment as appropriate. Employees are asked to discuss specific questions regarding appropriate dress with their supervisor.

Certain Fridays have been approved as "casual day". For the purposes of this policy, casual attire is defined as casual business attire whereby denim slacks that are neat and tailored, without holes and tears, are permitted. When in doubt, ask your supervisor. Casual attire may be appropriate, as determined by your supervisor, during the summer months or special event dates.

On occasion, days will be determined to be "Blue Days." These are days in which groups come to campus to consider admission to our programs. To show our campus spirit and true to our campus color, blue, campus community members will be asked to dress in blue colors on the designated days. Blue days take precedent over Friday casual attire.

Section 2: Equal Employment Opportunity, Affirmative Action, and Nondiscrimination

2.1 Equal Employment Opportunity and Affirmative Action

As a Federal Contractor, the University maintains and implements an Affirmative Action Plan to ensure that all qualified applicants for employment, and all employees, receive an equal opportunity for recruitment, selection, advancement, and every other term and privilege associated with employment. The Office of Federal Contract Compliance Programs (OFCCP) prohibits discrimination due to race, color, religion, sex, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment by all federal government contractors and subcontractors, and by contractors performing work under a federally assisted construction contract, regardless of the number of employees in either case.

All advertisements for University employment will include the following statement:

- The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber. The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community.

2.1.1 Affirmative Action Planning

The University engages proactively in affirmative action to recruit and advance qualified minorities, women, persons with disabilities, and covered veterans. Affirmative action programming includes training, outreach, and other good faith efforts

The University keeps a written affirmative action plan (AAP) on file in the Human Resources office and updates the plan annually. The AAP focuses on three basic goals:

- The analysis of current practices and policies and the adoption of new or revised policies or practices, when necessary, to ensure that effective and specific objectives and procedures are established to equalize employment opportunities,
- The elimination of any practice and the correction of any individual inequity that may discriminate toward minority groups or women, and
- The intensified recruitment and consideration of minority groups and women to ensure that candidates and employees with appropriate qualifications, potential, and responsibility are afforded equal opportunity for selection, training and promotion, and will be compensated without discrimination due to discrimination

The University AAP is composed of the following elements:

- An organizational profile to depict staffing patterns within the University,
- A job group analysis which groups University jobs by similar content, wage rates and opportunities,

- Placement of incumbent employees into appropriate job groups with a statement of the percentage of minorities and the percentage of women employed in each job group,
- Determination of available applicants for job groups to establish a benchmark against which the University workforce can be compared in order to determine whether barriers to equal employment opportunity may exist within particular job groups,
- Comparison of incumbent employees to available applicants,
- Placement goals will be established when the percentage of minorities or women in a particular job group is less than would reasonably be expected given their availability percentage in the particular job group. Placement goals will not be established as rigid and inflexible quotas, they do not establish a basis for discriminatory employment selections or a basis for extending any preference in employment or to adversely affect an individual's employment status, they do not create set asides for particular groups nor are they intended to achieve proportional representation or equal results, they do not supersede merit selection principles, nor do they require the University to hire an individual who lacks qualifications to perform a job successfully, or hire a less qualified person in preference for a more qualified person.
- Designation of responsibility for implementation,
- Identification of problem areas,
- Plans for action oriented programs, and
- Plans for periodic internal audits

The AAP is implemented and maintained by the EEO/Affirmative Action Coordinator, **Dr. Richard Huntley, Assistant Vice President of Human Resources, 972-721-4142, rhuntley@udallas.edu**. The Assistant Vice President is responsible for annually updating the AAP and developing EEO/AA policy statements, monitoring hiring and placement systems, assisting management in arriving at solutions to EEO/AA challenges, designing and implementing an audit system to measure the effectiveness of the AAP, annually completing and timely filing accurate reports as required for Federal contractors and subcontractors, maintaining an updated copy of the AAP on the University website, and serving as liaison between the University and enforcement agencies.

The AAP will be made available for inspection in accordance with law. The plan will be distributed annually to the Finance Committee of the Board of Trustees, the Provost's Council of Deans, and all members of the President's Cabinet. Training on the plan will occur during new hire orientation and with all faculty search committees.

2.2 Nondiscrimination

The University prohibits discrimination against any student under any educational program of the University, and against any employment applicant or employee, based on the individual's race, color, religion, sex, national origin, genetic information, protected veteran status, age, disability, or other factor protected by federal, state and local laws. **Discrimination** is conduct directed at an employee or student on the basis of race, color, religion, sex, national origin, genetic information, protected veteran status, age, disability or any other factor protected by law that adversely affects their employment or their educational experience. Unlawful discrimination includes harassment based on any of these factors.

2.2.1 Harassment

Harassment is a form of discrimination defined as the physical, verbal, or nonverbal conduct based on an individual's race, color, religion, sex, national origin, genetic information, protected veteran status, age, disability, or other factor protected by federal, state and local laws, when the conduct is so severe, persistent, or pervasive that the conduct:

- Has the purpose or effect of unreasonably interfering with work, or academic performance and/or opportunities; or
- Creates an intimidating, threatening, hostile, or offensive work, or educational, environment;

- or
- Otherwise adversely affects the employee's work environment or the student's educational environment.

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when it:

- Is either explicitly or implicitly a condition of the employee's employment/student's educational participation, or when submission to, or rejection of, the conduct is the basis for an employment/educational action affecting the employee/student.
- Is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance/student's educational participation, or creates an intimidating, threatening, hostile, or offensive work/educational environment.

2.2.2 Retaliation

Retaliation is any adverse employment or educational action, treatment, or conduct directed against an employee or student engaged in a protected activity, including, but not limited to, someone who makes a claim alleging discrimination or harassment, or who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. Retaliation is subject to disciplinary action up to, and including, termination of employment and is prohibited.

2.3 Responsibility and Reporting

The University encourages individuals to take prompt informal action when witnessing or perceiving questionable conduct with an expectation to resolve conflict at the lowest level prior to the behavior rising to the level of discrimination, harassment, and/or retaliation. The Coordinator(s) listed below are available to assist in any informal resolutions as needed.

Discriminatory, harassing, and/or retaliatory conduct, regardless of whether or not an actual law has been violated, will not be tolerated. An **employee** who believes that he or she has experienced discrimination, harassment, or retaliation, or believes that another employee has experienced this prohibited conduct, should immediately report the alleged conduct to their supervisor or the designated University official(s) listed below:

- **Performance Management Manager** – Dr. Mary Fleck, 1845 E. Northgate Dr., Cardinal Farrell Hall, Irving, TX 75062, 972-721-4054, mfleck@udallas.edu

A **student** who believes that he or she has experienced discrimination, harassment, or retaliation, or believes that another student has experienced this prohibited conduct, should immediately report the alleged conduct to their supervisor or the designated University official(s) listed below:

- **Title IX/ADA/Section 504 Coordinator** – Joshua Skinner, J.D., 1845 E. Northgate Dr., Braniff Graduate Building Center, Irving, TX 75062, 972-721-5056, jaskinner@udallas.edu; <https://udallas.edu/offices/student-affairs/Title-Ix.php>

Upon notice of the report, the appropriate Coordinator will determine whether or not the report was timely submitted and whether or not it constitutes discrimination, harassment, or retaliation as defined above. If warranted, the Coordinator(s) will immediately recommend, authorize, or undertake an investigation. If appropriate, the University shall promptly take interim action calculated to prevent discriminatory, harassing, or retaliatory conduct during the course of an investigation. To the greatest extent possible, the University shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law. An employee complainant who is dissatisfied with the outcome of the investigation may appeal to the Assistant Vice President of Human Resources. The decision of the Assistant Vice

President will be final.

An **employee** who intentionally makes a false claim, offers false statements, or refuses to cooperate with a University investigation under this section is subject to appropriate disciplinary action.

2.4 Consensual Relationships

It is the policy that employees' romantic relationships, that create conflicts of interest and/or appearances of impropriety which may impair the integrity of academic and employment decisions, are prohibited. Such relationships can subject both the University and individuals to the risk of liability. Therefore, the University prohibits consensual relationships between supervisors and subordinates, and employees and students. Should such a relationship develop, the supervisor or employee has the obligation to disclose its existence to their immediate supervisor and cooperate in making alternative arrangements for the supervision, evaluation, teaching, grading, or advising of the employee, student and/or student employee.

Violations should be reported to the appropriate university official, as indicated below. The University encourages individuals to work together to resolve any complaints when possible. Any person who believes that he/she is a victim of sexual harassment should report the conduct to the EEO/AA Coordinator.

Faculty conduct in violation of this policy should be reported to the Provost's Office for Academic Affairs or to the University President. The Provost for Academic Affairs or his designee may conduct an investigation and work with the Dean of the person charged to resolve the matter or to initiate disciplinary action if warranted.

Staff conduct in violation of this policy should be reported to the Performance Management Manager. The Director may conduct an investigation and work with the supervisor of the person charged to resolve the matter or to initiate disciplinary action if warranted.

2.4.1 Nonconsensual Behavior is strictly prohibited

An **employee** who believes that he or she has experienced discrimination, harassment, or retaliation, as defined in section 2.2 above, or believes that another employee has experienced this prohibited conduct, or believes that there is a conflict of interest due to a consensual relationship, should immediately report the alleged conduct to their supervisor or the designated University official(s) listed below:

- **EEO/AA Coordinator** – Dr. Richard Huntley, Assistant Vice President of Human Resources, 1845 E. Northgate Dr., Cardinal Farrell Hall, Irving, TX 75062, 972-721-4142, rhuntley@udallas.edu

A **student** who believes that he or she has experienced discrimination, harassment, or retaliation, as defined in section 2.2 above, or believes that another student has experienced this prohibited conduct, or believes that there is a conflict of interest due to a consensual relationship, should immediately report the alleged conduct to their supervisor or the designated University official(s) listed below:

- **Title IX/ADA/Section 504 Coordinator** – Joshua Skinner, J.D., 1845 E. Northgate Dr., Braniff Graduate Building, Irving, TX 75062, 972-721-5056, jaskinner@udallas.edu

2.5 Disability Accommodations

The University, in compliance with the Americans with Disabilities Act (ADA), the Americans with Disabilities Amendments Act (ADAAA), and the Rehabilitation Act of 1973, will provide reasonable accommodations to qualified applicants, employees, and students. The University does not discriminate

against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, and conditions and privileges of employment.

When an employee, or applicant, with a disability is requesting an accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he/she will be given the same consideration in employment as any other individual.

Applicants and/or employees who wish to request a reasonable accommodation should contact **Human Resources at 972-721-5382 or hr@udallas.edu**. Employees are expected to work closely with their supervisor and Human Resources through an interactive process in determining whether, or to what extent, a reasonable accommodation is required to perform one or more essential job functions safely and effectively. **Students** who wish to request a reasonable accommodation should contact the **ADA/Section 504 Coordinator**.

An applicant or employee who believes that he or she has been *denied* a reasonable accommodation, or believes that he or she has experienced discrimination, harassment, and/or retaliation on the basis of disability should immediately contact:

- **Benefits Manager**- Alisa Harris, 1845 E. Northgate. Dr., Cardinal Farrell Hall, Irving, TX 75062, 972-721-5255, benefits@udallas.edu

A student who believes that he or she has been denied a reasonable accommodation, or believes that he or she has experienced discrimination, harassment, and/or retaliation on the basis of disability should immediately contact:

- **ADA/Section 504/Title IX Coordinator** – Joshua Skinner, J.D., 1845 E. Northgate Dr., Braniff Graduate Building, Irving, TX 75062, 972-721-5056, jaskinner@udallas.edu

The Coordinator(s) assists in the informal or formal resolution of a complaint. Complainants who are not satisfied with the resolution of the issue by the Coordinator(s) may ask the Assistant Vice President of Human Resources to review their situation. The decision of the Assistant Vice President of Human Resources will be final.

University departments sponsoring events that are open to the public must include as part of the event announcement the clause: *Persons with disabilities needing special assistance to attend should contact the ADA/504 Coordinator at (972) 721-5056 at least 72 hours before the event.* The University will provide reasonable accommodations, if necessary, to those requesting assistance.

2.5.1 Definitions

- **Disability** means a physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.
 - o Major life activities include the following, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.
 - o The ADAAA also includes the term “major bodily functions,” which may include physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems.
 - o Substantially limiting requires an individualized assessment on the condition, manner,

and/or duration that a major life activity is impaired. An impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active.

- **Direct threat** means a significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.
- **Qualified individual** means an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.
- **Essential functions of the job** refer to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.
- **Reasonable accommodation** includes any modifications or adjustments to the work environment, application process, or to the manner or circumstances under which the position held, or desired, is customarily performed, that enable a qualified individual with a disability to be considered for a position, perform the essential job functions, and/or enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities.
- **Undue hardship** means an action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include, but are not limited to:
 - o The nature and cost of the accommodation.
 - o The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation; the number of persons employed at such facility; the effect on expenses and resources; or the impact of such accommodation upon the operation of the facility.
 - o The overall financial resources of the university; the size, number, type and location of facilities.
 - o The type of operations of the university, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the university.
 - o The impact of the accommodation on the operation of the facility.

Section 3: Safety and Security

The Police Chief has the responsibility to assist each department in the establishment of an effective safety program. A portion of this responsibility includes identifying safety deficiencies and problems, assisting in the development of written programs for compliance with governmental safety regulations, and assisting departments in the establishment of safety procedures.

Deans, Directors, Managers, and department heads are responsible for implementing the appropriate safety procedures in their respective areas. All employees are expected to fully support the safety program, follow proper procedures, and ensure that equipment and facilities are maintained to desired standards.

3.1 Drug Free Workplace

The University of Dallas is a drug-free workplace. The University prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substances illegal drugs, inhalants, and alcohol in the workplace.

Employees who violate this prohibition will be subject to disciplinary sanctions which may include, but are not limited to: Referral to drug and alcohol counseling or rehabilitation programs, referral to employee assistance programs, termination from employment with the University, and/or referral to appropriate law enforcement officials.

An employee may be subject to drug testing if the employee's supervisor and/or management have reasonable cause to suspect that the employee is in violation of this policy. When an employee is requested to submit to drug and alcohol testing, the employee will be escorted by his/her supervisor immediately to the designated testing facility. Employees may be prohibited from returning to work until the results of the test are available. If the test results are negative, the employee will be allowed to return to work and will be compensated for lost time, subject to the restriction imposed by workers compensation policy, if applicable. Positive drug and/or alcohol results will be evaluated before disciplinary action, up to and including termination, is taken. An appeal can be made in writing within 30 days. The Assistant Vice President of Human Resources will review appeals and make a final determination. Employees who refuse testing may be terminated immediately.

As a condition of employment, an employee must abide by the terms of this section, and notify the Assistant Vice President of Human Resources, in writing, if they are convicted for a violation of a criminal drug statute occurring in the workplace within five calendar days of court action. The Assistant Vice President will evaluate each instance of conviction to determine if notification of federal agencies as stipulated in the *Drug-Free Workplace Act of 1988* is appropriate. Disciplinary action will be taken within thirty days of notification. In conjunction with appropriate administration, the Assistant Vice President will determine the appropriate disciplinary action.

The University is concerned with the health of all employees and encourages anyone with a drug or alcohol problem to seek appropriate guidance and treatment. The health insurance program offered at the University of Dallas provides specific coverage for dependency treatment. The University is willing to assist employees who voluntarily, prior to being required to submit to drug or alcohol testing, come forward to request assistance in the resolution of a legal drug or alcohol problem. Employees are required to make their request for assistance known to the University of Dallas Benefits Manager. The University of Dallas will not take any action in violation with the Americans with Disabilities Act.

Definitions of criminal drug statute, conviction and controlled substances:

- **Criminal Drug Statute:** A criminal statute involving the manufacture, distribution, dispensation, use or possession of a controlled substance.
- **Conviction:** A finding of guilt including a plea of no contest, or imposition of sentence, or both,

by any judicial body charged with the responsibility of determining violations of federal or state criminal drug statutes.

- **Controlled Substance:** A substance listed in Schedule I-V of Section 202 of the Controlled Substance Act, 21 USC Subsection 812.

3.2 Alcohol on Campus

Alcohol may not be sold, given or made available at University-sponsored events to persons under the legal drinking age. A University-sponsored event is any event organized, authorized or sanctioned by an official of the University, including academic department chair persons. Alcohol may not be sold or given to intoxicated persons at University sponsored events. Immoderate drinking is prohibited. Social events for the sole purpose of consuming alcoholic beverages are not permitted. Intoxication while at work is prohibited.

For safety reasons, employees who operate university vehicles or equipment or who work under potentially hazardous conditions must not consume alcoholic beverages while on the job (this includes meals or rest breaks), even if alcohol is served with meals or on celebratory occasions sponsored by the University.

The consumption of alcoholic beverages and the possession of open containers are prohibited in classrooms, laboratories, the library, athletic facilities, residence hall common areas, the mall, and the vicinity of any University building or in any public area owned by the University. For events not involving students, this restriction may be waived only with the approval of the applicable Department Head and the University of Dallas Police Department. All University departments are required to register any program or social event that they sponsor, on or off campus, in which alcohol will be served with the University of Dallas Police Department.

Events involving students in which alcohol is served must receive approval from the Assistant Provost of Student Affairs and University of Dallas Police Department. The sponsor/host of the event must take responsibility for monitoring the drinking behavior of the attendees. *Event/Program Registration and Alcohol Permit Forms* are available in the Office of Student Affairs and should be submitted ten days prior to the date of the event.

The University's food service contractor, Aramark, holds a license to sell alcoholic beverages in the zoned areas of Haggard University Center (dining and reception rooms upstairs, the cafeteria, and the Rathskeller). These areas are licensed premises and the provision of alcoholic beverages, complimentary or otherwise, by any agency other than the university food service contractor violates Texas state law. If the event is not in a zoned area, either Aramark or the event sponsor/host may provide complimentary alcoholic beverages to guests; however, a permit is always required. Aramark will arrange for a bartender to serve alcoholic beverages at the host's request. For groups of one hundred or more, one police officer is required, for groups of two hundred, two officers, and so on. If the host expects underage guests, wristbands may be required for to discern individuals of legal drinking age.

Alternative beverages and food must be provided when alcohol is served. Advertisements for any university event where alcoholic beverages are served shall mention the availability of nonalcoholic beverages as prominently as alcohol. Alcohol should not be used as an inducement to participate in a campus event.

Local, state and federal laws governing the use of alcoholic beverages must be observed at all times. Of primary importance to the University community are the following regulations:

- Alcoholic beverages are prohibited to persons younger than 21 years of age.
- Persons 21 years of age and older are prohibited from providing alcoholic beverages to minors.
- Intoxication, disorderliness and offensive behavior on University premises and adjacent properties are unacceptable and subject to disciplinary action.

3.3 Smoking on Campus

The University of Dallas is committed to promoting a healthy and safe environment for students, faculty, staff, and visitors. A smoke-free environment reduces the health risks related to smoking and secondhand smoke for the campus community. The directives below are designed to meet the requirements of the city of Irving ordinance and to achieve the University's goal of a smoke-free public environment:

Smoking is defined as the burning of tobacco or any other material in any type of smoking equipment including but not restricted to cigarettes, cigars, or pipes. Electronic cigarettes, vapor cigarettes and similar products will be treated like traditional cigarettes and tobacco products.

Smoking is prohibited indoors in all University facilities at all locations, including campus-owned or leased vehicles. Smoking is strictly prohibited inside any Residence Halls and Student Apartments.

Smoking is also prohibited outdoors within 25-feet of all entrances and exits of the University facilities, buildings, residence halls/apartments, and outdoor athletic fields, and within 25-feet of any fresh air intakes or any operable windows of any University buildings. This 25-foot prohibition applies to all porches, balconies and patio areas that are connected to the buildings, except for residence halls and student apartments. Smoking is permitted on the patios and balconies of the Residence Halls and Student Apartments.

Appropriate signage prohibiting smoking may be added to any new and or existing areas on Campus where smoking is prohibited that is not specifically covered above.

3.4 Guidelines for Working in a Safe Environment

The University of Dallas strives to provide a safe and secure working environment for faculty, staff, and students. All employees are expected to report any unsafe conditions to their supervisor and to understand the following safety procedures and processes.

3.4.1 Emergency Preparedness and Communication

Communication during an emergency is critical, and there are four things we ask each of you to do to assist the University:

1. When on campus, call University of Dallas Police Department at ext. 5911 instead of 9-1-1 in the case of emergency. This actually minimizes response time as the University of Dallas Police Department is able to assist emergency responders navigate the campus and get to you sooner. Program (972) 265-5911 into your cell phones for on-campus emergencies or dial Ext. 5911 on campus.
2. Update your local and emergency contact information. You may update your information in two ways:
 - o Through the University of Dallas Police Department web page: <https://udallas.edu/offices/police/index.php>; or
 - o Through Banner Web, <https://bannerweb.udallas.edu>.
3. Call home to let your family know you are safe. We expect campus phone lines could be overrun with incoming calls if an emergency occurs in our area or on campus. You can help keep phone lines open and campus operating as normally as possible by calling home and telling your family you are safe.
4. Communicate a designated meeting place to your family. If you choose to leave campus in an emergency, make sure your family knows where you will go if you are not heading home

(a colleague's home, for instance) and how they can reach you there.

Emergency: (972) 265-5911
On-Campus: Ext. 5911

Non-Emergency: (972) 721-5305
On-Campus: Ext. 5305

3.4.2 Severe Storm/Tornado Procedures

The University has established uniform instructions in the event of a severe storm and/or tornado. Although tornadoes can occur at any time during a given year, the typical tornado season for the University of Dallas area is March through September. Please check the UD Emergency Preparedness website for detailed information on safety procedures during bad weather at: <https://udallas.edu/offices/police/index.php>

The primary source for notification is the University of Dallas Emergency Alert system. In addition, an all-Hazard siren indicating that an emergency situation has occurred may sound and you may be contacted by phone or e-mail.

Definitions:

- **Tornado/Severe Storm Watch:** This indicates that a tornado or severe thunderstorm is possible until a set time. Severe weather conditions would include the possibility of high winds, hail, funnel clouds, etc. During a watch, you should monitor the weather and be prepared to seek immediate shelter.
- **Tornado/Severe Storm Warning:** This indicates that a tornado or severe storm has been detected by either sight or radar. Be aware that since tornadoes can form quickly, there may not be enough time to issue a warning for those in the immediate area. For this reason, you should be prepared to move quickly.

3.4.3 General Fire Safety

In general, devices with open flames (candles, etc.) are prohibited in most areas.

All faculty and staff should recognize emergency situations as quickly as possible so preventive measures can be taken. Be familiar with the locations and operation of fire extinguishers near your office and classrooms. The Facilities Department will make arrangements for training in the use of fire extinguishers if so desired.

The first person detecting a fire should:

- Remain calm.
- If time permits, call the University of Dallas Police Department at (972) 265-5911, or Ext. 5911. The dispatcher will confirm notification of the fire on their fire panel and notify the other appropriate individuals.
- Call the Irving Fire Department (911). Identify the building by name and street address.
- Notify others in the immediate area. If time permits ask that all doors, windows, and openings be closed.
- If circumstances warrant, a portable fire extinguisher may be used. If there is any doubt as to whether the fire can be contained with the use of the portable extinguisher, evacuate the building immediately.
- Be prepared to provide information to the University of Dallas Police Department or Irving Police Department and/or Fire Department concerning the fire emergency. Inform these authorities or your floor deputy if you believe anyone is still inside the structure. Do not re-

enter the building until fire officials indicate that it is safe for you to do so. You will receive this information from the fire department, the police, and your floor deputy or Physical Plant personnel.

For your own safety, please observe the following practices:

- Become familiar with all exits and stairwells in your building. In the event of a fire blocking your most direct route of egress, knowledge of the general floor plan will provide alternate exits for your use. Proceed outside the building to the designated location. The office leader should perform a headcount. Please follow all instructions from the office leader, the University of Dallas Police Department, and/or emergency first responders. Any injuries should be reported to the University of Dallas Police Department immediately.
- Do not prop open fire doors. In the event of a fire, fire doors keep smoke and fire out of the fire escape stairwells.
- Use the stairway in the case of a fire. Elevators should never be used due to possible electrical failure.
- Check closed doors for heat before entering an area. If they feel hot to the touch, use an alternate route. **DO NOT REENTER THE BUILDING UNTIL FIRE OFFICIALS INDICATE THAT IT IS SAFE FOR YOU TO DO SO.**

3.4.4 Bomb Threats

If you receive a bomb threat, notify the University of Dallas Police Department immediately at ext. 5911 or (972) 265-5911. Notify your supervisor.

3.4.5 Suspicious Persons

Individuals are encouraged not to confront suspicious persons or place themselves in danger but to notify the University of Dallas Police Department at extension 5911 or (972) 265-5911 as soon as possible.

3.4.6 Electrical Hazard

To prevent tripping and electrical accidents, all electrical and computer-related cords require bundling with items such as plastic or Velcro ties; must be UL listed; and items on the floor shall use cord concealers. When computer stations require installation or relocation, the appropriate PC support employee should be contacted for assistance. Electrical cords should not cross open doorways in any situation even if taped down.

Extension cords are for temporary use only and shall not be used through open doorways, suspended from ceilings, draped over partition walls, or used to provide permanent power in the absence of an electrical outlet. Additional power requirements needed shall be requested through the Facilities Department work request system.

Damaged cords should be discarded rather than repaired. There should only be one power cord per electrical device. The power required to operate electrical equipment in office areas should not exceed the available power to the area.

3.4.7 Injuries and Medical Emergencies

All injuries which occur on the job must be reported with a report filed through the University's Worker's Compensation carrier within 24 hours. In the event of a serious injury, call 911 for emergency medical response. For guidance on worker's compensation, call the Human Resources Benefits Manager at 972-721-5255.

3.4.8 Occupational Safety & Health Act (OSH Act) 29USC/654, 5(a) 1, (a) 2, 5(b)

The OSHA “general duty” clause (Section 5 Duties) states that an employer furnishes a place of work free from recognized hazards that may cause death or serious harm. Any injuries must be reported within 24 hours.

OSHA requires that the University give employees access to medical and exposure records, provide personal protective equipment designed to protect employees against certain hazards, and provide training materials.

Employees are granted several important rights by the act, including the right to complain on a confidential basis to OSHA about safety and health conditions in the workplace. Workers are also to participate in workplace inspections and to contest the time period OSHA allows to correct violations.

3.4.9 Hazardous Waste/Chemical Spill Procedures

It is the policy of this University to follow the requirements set forth by federal and state agencies concerning the storage and disposal of hazardous waste. The Facilities Department will assist any department with concerns in this area.

3.4.10 Blood Borne Pathogens and Exposure Plan

The Blood Borne Pathogens Standard applies to operations involving human blood or other potentially infectious materials (OPIM) of human origin.

For operations not covered by standard procedures (restroom cleaning, animal handling, etc.) follow applicable standards.

Minor hazards such as spills on floors or light bulb outages may be reported directly to the Facilities Department or to the University of Dallas Police Department after hours.

All other hazards should be reported to University of Dallas Police Department, including unattended or broken equipment, suspicious persons/vehicles, improperly stored combustible materials or chemicals, fire, and/or smoke, theft of or damage to property, or disorderly conduct.

3.5 Communicable Diseases

Communicable diseases, for purposes of this policy, are those diseases which are or may be life-threatening and include, but are not limited to: measles, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), leprosy, and tuberculosis. Employees with life threatening communicable diseases, whether acute or chronic, shall be subject to the provisions below.

The University has the right to be informed when an employee has a communicable disease and the employee has the responsibility to notify the University that he or she has a communicable disease. An employee who knowingly fails to notify the University of a life-threatening communicable disease is subject to disciplinary action, which may include termination. In addition, the supervisor or department head should immediately contact the Assistant Vice President of Human Resources if he or she has reason to believe that an employee has a communicable disease.

Upon learning of an employee who may have a communicable disease the Assistant Vice President of Human Resources shall investigate the matter to determine whether the employee has a communicable disease and, if so, to determine the employee's ability to perform the job and whether the employee's

working poses a threat to self or others. The Assistant Vice President of Human Resources may request that the employee submit to a medical examination paid for by the University or to grant permission for the University to discuss the employee's condition with a medical doctor. Failure of the employee to submit to this medical examination or to grant permission to the University to consult with the employee's doctor may result in termination of employment. This medical exam will not be required in AIDS or AIDS related cases pursuant to State Law.

The Assistant Vice President of Human Resources shall obtain medical advice as needed from local health authorities or private physicians on:

- The nature of the risk, i.e., how the disease is transmitted.
- The duration of the risk, i.e., how long the employee will be infectious.
- The severity of the risk, i.e., what the potential harm is to third parties.
- The probabilities that the disease will be transmitted and will cause varying degrees of harm.
- Whether the employee's condition interferes with or could interfere with the performance of regular duties.

Based upon the medical information and after consultation with the supervisor and considering the requirements of the job, the Assistant Vice President of Human Resources shall make a determination as to whether job modifications, reassignment, or exclusion from work is appropriate. Each person's situation should be evaluated as an individual case. Medical information regarding the case shall be treated as confidential information and shall not be shared with anyone except on a need to know basis.

An employee may be excluded from work if the Assistant Vice President of Human Resources, in accordance with this policy, determines that the employee poses a threat to the health of others by remaining on the job or the employee's physical condition interferes with the performance of regular duties.

Employees who are excluded from work may utilize any sick leave that has been accrued. Employees who are excluded from work may within ten days of their exclusion request that the President review the case. This presidential review is to be completed and reported to the employee within forty-five days. However, the employee must remain away from the work place during this Presidential review. If the review results in the employee returning to work, any sick leave that was used will be reinstated and the employee will be reimbursed for lost wages, if any.

The University reserves the right to terminate an affected employee whose leave expired during the period of exclusion except during the pendency of Presidential review. Situations that fall under the Family and Medical Leave Act (FMLA) will be treated in accordance with Section 6.8 of this Handbook.

The interpretation of this policy rests solely with the University. The University also reserves the right to interpret and apply this policy in a manner consistent with the needs of the University and to change the policy as circumstances may dictate.

3.6 Information Confidentiality

During the course of employment at the University of Dallas, employees may have access to confidential information. Information includes, but is not limited to, data, materials, and communication that is electronically generated, printed, filmed, typed, stored, or verbally communicated. Information must be protected according to its sensitivity, criticality, and value, regardless of the media on which it is stored, the manual or automated systems that process it, or the methods by which it is distributed, including verbally communicated information. Employees should maintain such information in confidence and use such information only in the interest of the University, in compliance with applicable federal and state laws.

Employees are responsible for protecting University information from unauthorized access, modification,

destruction, or disclosure, whether accidental or intentional. To facilitate the protection of University information, employee responsibilities have been established at three levels:

1. **Owner:** Manager of an area, department, or unit where the information is created and/or is primarily used. Owners are responsible for:
 - Identifying the classification level of all university information within their area (see below).
 - Defining and implementing appropriate safeguards to ensure the confidentiality, integrity, and availability of the information resource.
 - Monitoring safeguards to ensure their compliance and reporting situations of noncompliance.
 - Authorizing access to those who have a business need for the information.
 - Removing access from those who no longer have a business need for the information.
2. **Custodian:** Employees designated by the Owner to be responsible for maintaining the established safeguards.
3. **User:** Employees authorized by the Owner to access information and use the established safeguards.

To ensure the proper protection of University information, the Owner of the information shall use a formal review process to place information into one of the following classifications:

Public: Information that has been made available for public distribution through management authorized channels.

Internal Use: Information that is intended for use by employees when conducting University of Dallas business. Most information used in the University of Dallas would be classified Internal Use.

Confidential: Information that, if disclosed, could violate the privacy of individuals, reduces the competitive advantage of the University of Dallas, or could cause significant damage to the University of Dallas. The Owner is to establish a review process for all information classified as confidential, and reclassify it when it no longer meets the criteria established for such information.

The University maintains confidentiality of student, medical, and personnel information in respect for personal information and in compliance with applicable laws.

3.7 Personal Property

While the University recognizes its responsibility to provide a working environment that is as safe and secure as possible, personal property brought into the workplace is done so at the employee's and student's own risk. The University of Dallas discourages bringing personal property of value into the workplace. The University's property insurance does not cover personal property. Please report the theft of any personal property to the University of Dallas Police Department, located in Haggard University Center, 972-721-5305.

3.8 University Property

Due to the potential for liability, employees may not borrow University property or equipment for personal use. To ensure that surplus and salvage materials are disposed of in a fair and equitable manner, only Director level employees or above may designate materials in their assigned departments or areas as surplus or salvage. Salvage and surplus materials will be offered for sale, following a determination by the Facilities Department Administrator, of the fair market value of the item. The material(s) will then be posted for bids on designated bulletin boards or sold at an announced surplus sale. Contact the Facilities Department for more information.

3.9 Network Acceptable Use

The intentions for publishing a security awareness and acceptable use policy are not to impose restrictions that are contrary to the established culture of openness, trust and integrity. The University of Dallas (UD) is committed to protecting all employees, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet-related systems, including but not limited to computers, laptops, tablets, PDAs, wireless technology, operating systems, applications, removable electronic media, network accounts providing electronic mail, Internet browsing, and remote access, are the property of UD. These resources are to be used for business purposes in serving the interests of the company, and of our clients and customers in the course of normal operations.

Effective security is a team effort involving the participation and support of every UD employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

This policy applies to employees, contractors, consultants, temporary employees, student workers and all other workers at UD, including all personnel affiliated with third parties. This policy applies to all equipment, networks, systems, software and other resources owned or leased by UD.

3.9.1 General Use and Ownership

- While the IT Department desires to provide a reasonable level of privacy, users should be aware that the data they create on the corporate systems remains the property of UD. Because of the need to protect the network, management cannot guarantee the confidentiality of employee's personal information stored on any network device belonging to UD.
- Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.
- UD equipment, systems, email address, etc. are not to be used to pursue outside business activities not sanctioned by the University.
- The IT Department recommends that any information that users consider sensitive or vulnerable be encrypted.
- For security and network maintenance purposes, authorized individuals within University of Dallas may monitor equipment, systems and network traffic at any time.
- The University of Dallas reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

3.9.2 Security and Proprietary Information

- Employees should take all necessary steps to prevent unauthorized access to confidential information. Examples of confidential information include but are not limited to: credit card information, student information, corporate strategies, trade secrets, specifications, employee, vendor, and research data.
- Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System and user level passwords should be changed according to the Password Policy.
- All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 15 minutes or less.
- Employees should secure their workstations by logging off or locking them when the host will be unattended.

- Use encryption of information when appropriate.
- Because information contained on portable computers is especially vulnerable, special care should be exercised.
- Postings by employees from a UD email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of UD, unless posting is in the course of business duties.
- All hosts used by the employee that are connected to the UD Internet/Intranet, whether owned by the employee or UD, shall be continually executing approved virus-scanning software with a current virus database.
- Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses and/or other malware.

3.9.3 Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of UD authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing UD-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

System and Network Activities

The following activities are strictly prohibited, with no exceptions:

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by UD.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which UD or the end user does not have an active license is strictly prohibited.
- Downloading and/or installing any type of software not related to job functions or not authorized by the IT Department.
- Connecting network devices such as wireless access points or personal laptops into the UD network environment without proper authorization from the IT Department.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
- Introduction of malicious programs into the network or servers (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- Using a UD computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
- Making fraudulent offers of products, items, or services originating from any UD account.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet

- spoofing, denial of service, and forged routing information for malicious purposes.
- Port scanning or security scanning is expressly prohibited unless authorized by the IT Department.
- Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
- Circumventing user authentication or security of any host, network or account.
- Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet.
- Providing information about, or lists of, University of Dallas employees or Students to parties outside University of Dallas without written approval of management.

Email and Communications Activities

The following activities are strictly prohibited, with no exceptions:

- Sending, forwarding or requesting email with any type of confidential data such as credit card data. Any exceptions must be approved by the IT Department.
- Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
- Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
- Unauthorized use, or forging, of email header information.
- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
- Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
- Use of unsolicited email originating from within UD's networks of other Internet/Intranet service providers on behalf of, or to advertise, any service hosted by UD or connected via UD's network.
- Sending or forwarding email that is likely to contain computer viruses.
- Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam)

Any employee found to have violated this policy may be subject to disciplinary actions, up to and including termination of employment.

3.10 Access to Buildings and Offices

The University of Dallas Police Department authorizes the issuance of all keys to facilities and provides facility entry to authorized individuals as necessary. Buildings on the University campus are kept open during regular business hours, Monday – Friday 8:00AM to 5:00PM. After hours, buildings are locked to provide for the security of University personnel and assets.

Employees may enter University buildings after hours and on weekends to conduct official University business. Employees returning to campus after regular business hours who have not been issued a building or office key or access card must obtain written approval from their department supervisor and must first report to the University of Dallas Police Department to gain access to the building.

Only keys necessary to the performance of an employee's job will be issued. Key holders will not duplicate their keys. Key holders will promptly report the loss of any keys to the University of Dallas Police Department. Employees who are issued master keys will restrict use and will not lend the key to any person, including coworkers and outside contractors, for any reason.

3.11 Parking Management and Vehicle Use

Vehicles parked on campus by students, faculty or staff must display a current University of Dallas registration sticker. Faculty and staff on the first day of employment complete new hire paperwork and are escorted to the University of Dallas Police Department to obtain their parking sticker. Students receive written instructions on the process and at student orientation. Students may choose a parking plan. In all cases, individuals requiring parking stickers need to have the license number, make, and model of their vehicle to complete the parking sticker request at the University of Dallas Police Department.

Parking on Campus: Parking regulations are enforced year round including weekends, breaks, holidays, and during the summer. Please observe no parking rules for fire lanes; visitor, timed parking, and reserved parking rules are enforced unless you have authorization. A University of Dallas parking registration decal must be displayed. Any person in violation of the parking regulations will be subject to a fine.

Speed Limits: The speed limit of 20 mph is strictly enforced on university roads. The speed limit is 5 mph in university parking lots. Roads contiguous to campus have strict speed limits posted and they vary. Special attention to speed limits such as on Northgate (30 mph) and crosswalks is very important due to students crossing streets.

Motorized Carts on Campus: All vehicles must travel in the direction of the flow of traffic and obey all campus traffic regulations and signs. Pedestrians always have the right of way on campus sidewalks. Carts shall be driven on campus streets whenever possible. If a sidewalk or pathway must be used, the vehicle speed should not exceed that of the flow of pedestrian traffic.

The following are prohibited:

- Parking on soft surfaces such as landscaping, unpaved surfaces, and the Mall unless necessary.
- Blocking entrances to buildings, stairways, handicap ramps, or main thoroughfares.
- Parking on sidewalks in any way that blocks pedestrian traffic.

Regulations: All Texas State regulations for vehicle use including registration, insurance, etc. - are enforced on campus and surrounding areas. The university is not responsible for loss or damage to vehicles operating on or parked on University of Dallas property. Some positions may require a state driver license and employees are given a time frame to obtain one or they will lose employment.

3.12 Weapons on Campus

The University of Dallas prohibits the possession and use of firearms, weapons, and explosives on campus. This applies to all university students, faculty and staff, as well as university guests, visitors and contractors. Individuals violating this policy may be subject to disciplinary action, expulsion, and job termination. The campus is defined as "University property and any University sponsored events."

This policy includes but is not limited to firearms such as guns, air and dart guns pistols, revolvers, shot guns, cannons and any ammunition for such devices; weapons which are traditionally designated to inflict harm such as switchblades, hunting knives, daggers, bows and arrows; and explosives such as grenades, combustible powders, and plastic explosives.

The above prohibitions apply regardless of whether any federal or state license has been issued to the holder. Exceptions to the above include: commissioned law enforcement or authorized military personnel performing their official duties and persons authorized by their employer and duly licensed and legally permitted under the laws in which the University property is located to possess weapons. Individuals engaged in any activity where a particular weapon is required as part of the activity. These individuals need to seek in advance an exemption from the Police Chief.

3.13 Identification Cards

All employees of the University must obtain an identification card that includes their name, job title and photograph. The Human Resources Office will provide an authorization form showing the employee's name and job title. Employees will present the authorization form to the University of Dallas Police Department for digital photo and card processing. Employees should keep their ID cards in their possession while on campus and cooperate with University of Dallas Police Department or other officials if asked to verify their authorization for being on campus. ID Cards are also used to check out library materials, receive bookstore discounts and to use various facilities such as the pool, tennis courts and cafeteria.

Please contact the Human Resources Office if your ID is lost or stolen or if you have a change in name or job title.

3.14 Signs and Postings on Campus

Employees and departments may post appropriate announcements in and around campus buildings. To prevent unnecessary wear and tear to campus buildings and to keep our campus attractive, it is asked that the following guidelines be observed when posting signs:

- In Braniff, Gorman, the Church, the Science Building, and Cardinal Farrell Hall, signs may be put on bulletin boards ONLY with masking tape, thumb tacks or staples. Scotch tape is not allowed.
- Bulletin boards owned by a specific department (noted by a plaque in the upper left-hand corner) are not public space. Contact the appropriate department to request approval.
- All signs posted in Haggard must be approved by the Office of Student Affairs and will be given an ending date if none is noted on the sign. The Facilities department will remove improperly placed and/or unauthorized signage.

3.15 Inclement Weather

The University of Dallas recognizes there will be instances when inclement weather causes concerns for all employees. In general, however, inclement weather does not warrant the closing of the campus offices, and it shall be the policy of UD to make every effort to maintain normal working hours during periods of inclement weather.

The decision to close the campus due to extreme inclement weather shall be made by the President or his/her designee. When such conditions are thought to exist, the Telephone Systems/Switchboard Specialist will issue communications of the campus closing or delayed openings through the UD Alert system. Notice will be given to the local media for broadcast to the general public, forwarded to all appointing authorities, and communicated by other electronic media as appropriate.

3.15.1 University of Dallas Police Department Contact Information:

Emergency: (972) 265-5911
On-Campus: Ext. 5911

Non-Emergency: (972) 721-5305
On-Campus: Ext. 5305

3.15.2 Procedures

Conditions caused by ordinary inclement weather require each employee to make a personal decision regarding safety in traveling to and from the workplace when the University is open. As with

any unexpected absence, employees who do not feel it is safe to travel should contact their supervisor using the department's approved methods to inform them of his/her absence.

Employees who designate that it is too dangerous to travel, must use accumulated vacation leave time for the absence. If the employee has no vacation leave time, then the time absent is docked from the employee's pay.

Employees who make the effort and report to work within a reasonable period should not be required to take leave for that partial absence. "Reasonable" timeframes may vary based on a number of factors including weather conditions and distance; if there is a question regarding what is considered reasonable under this policy, the supervisor should contact the Manager of Payroll or the Assistant VP of Human Resources for assistance.

3.15.3 Reporting For Essential Personnel

When the University is officially closed, all students, faculty and staff members will be excused from reporting. Employees designated as essential personnel must make every effort to report to work or face potential disciplinary action. Persons providing essential services are those related to:

- Health and safety
- The presence of a residential student community
- Agreements with the public for the use of University facilities
- Facilities services

Each department is responsible for identifying and communicating to their employees what are considered essential employees.

3.15.4 Pay During Closure

If the University is closed due to inclement weather, regular employees who were scheduled to work during the period the University was closed will not be required to take sick time or vacation time for the hours of closure, but will receive the amount of their regular pay for that time period as alternative pay.

Eligible non-exempt regular employees who are required to work performing essential services during the Campus closing shall receive premium pay for hours actually worked during the period of closing. Supervisors are responsible for determining what positions are considered essential in any given inclement weather circumstance. Please refer to the Premium Pay chart in Section 4.12 of this handbook for additional information.

Temporary employees, student employees (undergraduate and graduate) are paid for hours worked and overtime after 40 hours in one work week. These employees are not eligible for the additional premium pay as discussed in the Premium Pay Policy chart in Section 4.12 of this handbook. In addition, exempt employees are not eligible for premium pay.

Employees on previously approved leave, including vacation, leave of absence, or a previously scheduled or contiguous sick day during the affected period will be eligible for alternative pay.

Section 4: Employment

4.1 Hours of Operation and Work Location

The University's standard work week for academic and administrative offices is Monday through Friday, 8:00 a.m. to 5:00 p.m.

In order to provide essential services or to meet customer needs a schedule other than 8:00 a.m. to 5:00 p.m. may be designated as long as full-time employees work forty hours per work week and provisions are made to serve the public. The officer of the University with authority over any specific department or area requiring a different work schedule must approve these arrangements ***in advance***.

Most offices within the University have high contact with the public or the student population. As a result, it is impractical for employees to work from home. In limited situations, an employee may be permitted to work at home; however, all such arrangements must be approved ***in advance*** by the appropriate university officer in conjunction with Human Resources.

4.2 Definition of an Employee

Employees: All persons who receive wages, whether on a salaried or hourly basis, through the University payroll.

Regular full-time employees: Those employees who work at least 40 hours per week and whose employment is not limited to a specific period of time or purpose.

Regular part-time employees: Those employees who are working between 19 and 29 **under 40 hours per week** hours per week and whose employment is not limited to a specific period of time or purpose.

Temporary full-time employees: Those employees whose service is intended to be of limited duration, but who work between 30-40 hours per week. This definition excludes individuals supplied under contract by an outside agency. Temporary full-time employees are eligible for paid holidays if they occur during the term of employment. They are not eligible for other employment benefits.

Temporary part-time employees: Those employees whose service is intended to be of limited duration and who work between 19 – 29 hours per week. Temporary part-time employees are eligible for half-pay on holidays that occur during their term of employment. Paid interns, who are employed for a limited duration, fall under this category.

4.2.1 Employment Categories

Pursuant to the Fair Labor Standards Act (FLSA), all University employees are classified as follows.

- ***Exempt:*** Salaried employee exempt from the minimum wage, overtime and record keeping provisions of the FLSA. Exempt employees typically are in an executive, administrative or professional position who are excluded from the overtime provisions of the FLSA as amended and who meet the minimum salary threshold. These employees do not receive overtime pay for hours worked beyond 40 hours in any workweek. Exempt employees do not submit time sheets or leave forms for being away from work *for less than one day*. When leave is taken in full days, approved leave forms must be submitted in the month pay period the leave is taken.

- **Nonexempt:** Any hourly employee who is not exempt from minimum wage, overtime and records keeping provisions of the FLSA guidelines. Nonexempt employees must maintain accurate daily records of hours worked and submit approved timesheets to payroll every two weeks. Nonexempt employees will be paid overtime for hours worked over 40 hours in each workweek at an overtime rate of 1.5 x the hourly rate for that position. Approved leave forms must be submitted in advance as practical, for all time away from work during regular work hours. Staff members should not work more than 40 hours in the work week without specific approval by a designated supervisor. ***It is not possible to pay nonexempt staff with “compensatory time” in lieu of overtime hours.***

4.3 The Employment Process: Recruiting and Hiring Employees

The University of Dallas seeks to recruit, develop, and retain faculty, staff, and administration of the highest caliber. The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.

4.3.1 Faculty Searches:

In collaboration with Human Resources, the Provost’s Office and Colleges/Schools Deans oversee the search process for faculty and academic administrators. The Dean or Department Chair is responsible for creating a Request for Approval for Search and Hire (RASH) form for new faculty and academic administrators.

Faculty Search Committees are appointed by the Dean of the College/School and are responsible for establishing employment criteria specific to the open position. All search committee members are required to participate in Faculty Search Committee training coordinated by Human Resources. In collaboration with the Dean, Provost, and Human Resources, job postings and recruitment activities are coordinated by the search committee chair. Job postings are required to remain open for a minimum of (7) seven calendar days. Applicant information is not released to the search committee prior to the seventh day and certification of the applicant pool. Upon applicant pool certification, search committees may conduct screening and selection activities in accordance with the Faculty Search Handbook.

4.3.2 Staff Searches:

Human Resources will manage all non-academic employment searches in conjunction with the hiring supervisor. Prior to posting any open position, all new positions and replacements must be reviewed and approved by the President Applicable Cabinet Member.

Staff Search Process

Step One: Request for approval to search and hire (RASH)

The hiring supervisor is responsible for creating the electronic Request for Approval for Search and Hire (RASH). In collaboration with the Talent Acquisition Manager a job evaluation is conducted and new or revised job descriptions may be developed. An updated job description should be submitted with each request form. All new positions as well as replacement positions must be reviewed and approved by the President's Cabinet.

Step Two: Posting and Recruitment

Active recruitment will include a combination of methods to find a qualified applicant. These methods may include: internal posting, print media, posting at other universities, trade schools, professional organizations, websites or other identified sources. The minimum posting period is seven days. The Affirmative Action Officer will review the applicant pool for certification. If the pool remains uncertified, the position may remain open or be posted to additional sources to attract diversified candidates.

Temporary positions do not require posting.

Step Three: Evaluation and Recommendation of Candidates

The Talent Acquisition Manager will review applications for minimum requirements and qualifications based on the submitted request form, recommend top candidates to the hiring supervisor, and arrange interviews by phone or in person. Each search and each department will have their own special needs in this process and will be accommodated as much as practical.

Step Four: Offer of Employment

Only Human Resources will extend offers of employment for staff positions either verbally or in writing. All offers, including those for faculty, are contingent upon a favorable background check, submission of the required documentation of right to work. Depending on the position additional information such as satisfactory references and educational verification may be collected.

Prospective employees who would perform jobs which involve access to university monies or investments may be subject to credit checks. Anyone who drives a university vehicle will need to provide a valid driver's license and be subject to investigation of vehicle records. For jobs that require lifting, climbing, etc., prospective employees will be required to take and pass a physical examination.

Step Five: Placing the Employee on Payroll

All new employees must complete new hire paperwork on or before the first day worked. This includes providing Human Resources with proof of identity and evidence of the individual's right to work in the United States on the Form I-9. Individuals who do not provide original documents to support their right to work in the United States will be removed from payroll after three days and prevented from further work until paperwork has been supplied.

Staff Employee Action Forms (EAFs) for new hires are originated and approved by Human Resources. Faculty EAFs are originated in the Office of the Provost or appropriate Dean's office and are forwarded directly to Human Resources. Current staff employee life cycle changes should be coordinated with Human Resources prior to the department originating an EAF. *In no case may the EAF be submitted to payroll first before being sent to Human Resources.*

Failure to submit EAFs or other required paperwork to Human Resources may delay submission for payroll processing. Payroll will not process paperwork for compensation without required paperwork.

4.4 Employment of Minors

In conformance with the Fair Labor Standards Act (FLSA) and the Texas Labor Code, the University of Dallas prohibits the employment of children under the age of 14. In cases where minors, anyone under age 18, are hired, University employment and compensation policies will apply as well as all staff policies. In addition, minors will not be allowed to work:

- In hazardous conditions, including driving motor vehicles; operating heavy machinery; outside window washing and all work requiring the use of ladders, scaffolds or their substitutes.
- More than 8 hours in one day or more than 40 hours during a non-school week.
- More than 3 hours in a school day or more than 18 hours during a school week.
- Before 7:00 a.m. or after 9:00 p.m.

Minors whose parents are also employees of the University cannot be supervised by their parents. Questions regarding the employment of minors or the conditions under which a minor may not work should be directed to Human Resources.

4.5 Employment of Aliens

In conformance with the Immigration Reform and Control Act of 1986, the University of Dallas will hire

only American citizens and registered aliens who are authorized to work in the United States. Employment eligibility will be verified with the completion of the I-9 Form. Human Resources will verify the employment eligibility of all employees, including faculty, staff and student employees. In some cases (i.e., employees at remote facilities), Human Resources may appoint an employer representative to complete the I-9 Form with the new employee.

Human Resources must be contacted in advance of any interview if an applicant requires assistance in processing a visa request or if there is any doubt of authorization to work.

Documentation of eligibility for employment must be provided within 3 business days of the employee's first day of employment. If eligibility cannot be verified within 3 business days, the individual will be required to stop working until proper documentation can be presented.

The I-9 Forms are to be retained by Human Resources on all current employees hired after November 6, 1986. The I-9 Forms of terminated employees will remain on file for a minimum of one year after termination except in cases where the employee worked for less than three years. In these cases, the form will be kept a minimum of three years from the initial date of hire, including one year after termination.

4.6 Employment of Former Employees

Former employees are eligible for re-hire provided satisfactory notice was given before leaving the University, and the reason for separation was not unsatisfactory job performance or misconduct. Former employees re-hired will be considered new employees from the date of reemployment. If hired within 12 months of separation, vacation accrual will be adjusted. The returning employee is eligible for the University match in the 403(b) if their prior employment was 12 months or more.

4.7 Employment of Close Relatives (Nepotism)

The University desires to prevent conflicts of interest and appearances of favoritism that result from the appointment, reappointment, and/or supervision of an employee by a close relative.

No University employee may approve, recommend, or otherwise take action with regard to the appointment, reappointment, promotion, salary and/or supervision of a close relative. Employees are required to fully disclose to their supervisor the existence of any relationship that may create a conflict of interest at the time of employment, or that develops at any time during employment.

4.7.1 Definitions

Close Relative - An employee's spouse, son and daughter, mother and father (including stepparents), father-in-law and mother-in-law, brother and sister (including stepbrother and stepsister), brother-in-law and sister-in-law, aunt, uncle, niece, nephew, grandparent, grandchildren, great grandparent, and great-grandchildren.

Supervision - Means the exercise of authority or responsibility with regard to appointment, reappointment, promotion, managing performance, work assignments, salary administration, termination or other terms and conditions of employment.

4.7.2 Exceptions

If an appointment, reappointment, or promotion of a person places him or her under the supervision of a close relative, all actions with regard to the terms and conditions of employment of the supervised employee, including the annual performance evaluation, shall be the responsibility of the next highest level of supervision - with prior approval by the Dean and Provost for Faculty or the Assistant Vice President of Human Resources for Staff.

4.8 Promotions, Transfers, and Demotions

It is the intent of the University to achieve optimum utilization of an employee's knowledge, skills, and abilities by filling positions with the best suited candidate, which may include the promotion, transfer, or demotion of current employees.

4.8.1 Definitions

Promotion is the movement of an employee into a position of increased responsibility or complexity of duties and/or in a higher salary range. **Transfer** is the lateral movement of an employee from one position to another position of the same or substantially similar responsibility or complexity of duties in the same salary range. **Demotion** is the movement of an employee into a position of decreased responsibility or complexity of duties and/or in a lower salary range.

4.8.2 Internal Transfers

University employees are invited to apply for posted job opportunities provided they meet the minimum qualifications of the position. If an internal candidate is recommended for an interview, the Human Resources Talent Acquisition Manager will facilitate communication between the internal candidate, their current supervisor, and the hiring manager regarding the internal candidate's interest in the open position. In the event the internal candidate is offered the position, Human Resources will facilitate efforts to accommodate the needs of both departments regarding transition to the new position.

Recommendations for staff labor adjustments will be conducted in conjunction with budget cycle requests and coordinated with Human Resources for a comprehensive job analysis.

In certain circumstances, it may be in the University's best interest to transfer an employee to a position of similar responsibility and/or complexity, or to demote an employee to a position of decreased responsibility and/or complexity. In the event of this need, supervisors will work closely with Human Resources to coordinate a transition.

Under no circumstances should supervisors or managers solicit or interview internal employees without consulting with Human Resources and without the knowledge of the employee's current supervisor.

4.9 Verification of Employment and References

The University of Dallas maintains a neutral reference policy. Requests for employment verification, salary history, employment references and personal information regarding current and former faculty, staff and students should be directed to Human Resources. Human Resources will verify only past or present employment, job title and dates of employment. Only upon receipt of a signed release or waiver by the current or former employee will salary information be provided.

4.10 Job Descriptions

Job descriptions are formal documents utilized to describe the nature, scope, responsibilities, and requirements (e.g., educational, physical) of specific jobs. These documents are used for the purposes of staffing, compensation administration, and performance management. Job descriptions are developed by the Talent Acquisition Manager.

As jobs naturally evolve over time, the job descriptions must change as well, Human Resources relies on

the assistance of supervisors to maintain accurate and up-to-date job descriptions for all regular staff positions in the University. It is the supervisor's duty to notify the department if a position has been redesigned or altered to the extent that the job description is no longer reflective of the work performed. The Talent Acquisition Manager will work with the supervisor to develop an updated document. The Human Resources department will determine the exemption status of the position based on the Fair Labor Standards Act (FLSA) and define an appropriate job title that fits within the structure established by the University.

4.11 Salary Administration for Staff

Compensation is based on many factors which include university revenues, employee performance on the job, market and economic conditions as well as experience of the employee.

The University desires to pay employees competitive salaries. Changes to compensation are determined by the availability of a merit pool approved by the Board of Trustees and criteria established by the executive administration of the University. Changes in compensation for merit increases are usually effective at the beginning of each academic year in September.

A standard workweek consists of 40 hours for 52 weeks per year. UD's workweek begins at 12:00 a.m. Saturday and ends the following Friday at 11:59 p.m. Supervisors and department heads set up the work schedule for each staff member. The standard week is defined as 40 work hours. Overtime is defined as any hours worked over 40 in one workweek. Overtime must be authorized by a supervisor before it is worked. Even if not authorized by a supervisor, overtime **MUST** be paid.

Premium pay applies when a regular staff member is required by a supervisor to work under the following situations:

- When the University is closed due to bad weather, holidays or other University closings (this does not apply to early closings authorized by the President or his designee prior to holidays).

4.12 Payroll

- Faculty and exempt staff (employees not subject to the requirement of overtime payment) are paid on a salaried basis. Staff salaries are calculated over 12 months. Eligible faculty members may specify their preference for 9 or 12-month salary payment. Salaried employees are paid on the 15th and last day of the month. No time sheets are required for salaried employees.
- Nonexempt staff members are paid on an hourly basis. All hourly staff members must report their work hours on a timesheet. Staff members who are nonexempt working over 40 hours in a workweek will be paid overtime at 1.5 x their regular hourly rate. Overtime pay is paid for hours actually worked. A compensated absence such as a holiday, vacation, or sick time will not be counted as hours worked towards overtime. Paydays are every other Wednesday and represent hours worked from Saturday through Friday for the two-week period before time sheets were due.
- Paid leave for bad weather, Christmas closing, holidays and University closings are not considered as hours worked for the purpose of calculating overtime. Days eligible for premium pay are 8 hours long. Hours worked do not include meal breaks. Breaks are counted as hours worked if they are 20 minutes or less.
- Supervisors are responsible for the accuracy and timely approval of time for their non-exempt employees through BannerWeb.

Direct Deposit: All employees are required to participate in direct deposit. A copy of the direct deposit advice is distributed on payday by email.

Earnings and Withholdings: All compensation for services performed by university employees, as part of their regular and customary job responsibilities will be paid through the regular payroll system. Salary for teaching additional courses, compensation for added responsibilities and bonus/award payments are considered earnings by the IRS and are subject to withholding and social security.

Submission of W-4 Form: All new employees must complete a W-4 form before wages will be paid. To change allowances or increase withholding, employees may submit a revised W-4 at any time. The University will withhold wages of an employee only in situations where: 1) the University is ordered to do so by a court of competent jurisdiction 2) the University is authorized to do so by state or federal law or 3) the employee has signed a written authorization to deduct for a lawful purpose.

Payroll Deductions: Payroll deductions for insurance premiums, retirement plan contributions, flexible spending accounts, and charitable gifts to the University and/or payment of University accounts receivable obligations are permitted and require a written authorization by the employee.

End of Employment: If an employee is terminated by the University any unpaid wages will be paid in full no later than the **sixth day** after the employee is discharged. If an employee resigns, he/she will be paid all outstanding wages and accrued vacation no later than the next regularly scheduled payday from date of separation. The cost of any tools, equipment, uniforms, or other University property that is not returned will be deducted from the employee's final paycheck.

Payroll Advances: Due to an exceptional financial need a payroll advance may be approved for University of Dallas employees. Employees requesting an advance must be in "good standing" with the University. Employees should keep in mind that payroll advances are not guaranteed and consideration will be given to not only the nature of the request, but also to the number of payroll advance requests the employee has previously made.

Foreclosures/evictions, pending termination of utilities, medical emergencies, or emergency auto repair, are examples of the kinds of extraordinary expenses that would be considered for a payroll advance. Documentation of the need is usually required. Documentation must include the employee's name on an official document that necessitates a payroll advance such as an original bill or notice/statement. Requests for advances will be considered up to a maximum amount of \$1,000.00. Repayment schedules will be taken into consideration on the employee's salary and the amount of the advance. Only one payroll advance will be granted in any six month period and no employee with an outstanding balance on a previous advance will be granted a new advance. No more than two advances will be considered in any 12-month period.

Employees seeking a payroll advance will need to do the following:

- Obtain the *Request for Payroll Advance and Authorization for Payroll Deduction* form from Human Resources and speak with the Assistant Vice President of Human Resources regarding the process.
- After completing the form and attaching documentation, the employee will first submit their request to their department's budget manager for signature.
- Once signed by the budget manager, the employee will then take the form back to the Assistant Vice President of Human Resources.
- The Assistant Vice President of Human Resources will review the request and discuss the documentation.
- Upon approval, the employee and the Assistant Vice President of Human Resources will agree to a payback schedule and the employee will sign the authorization form acknowledging this schedule.
- Upon authorization from Human Resources, a check for the amount agreed upon will be produced by Accounts Payable during the next available check cycle or before depending on the need.

Section 5: Employee Relations

5.1 Performance Management

The performance evaluation process is designed to provide supervisors and employees with the opportunity to discuss job responsibilities, recognize achievements, identify professional development needs, and establish performance goals.

All full- and part-time staff will complete the performance evaluation process annually. The Office of Human Resources will supply the appropriate forms to employees and supervisors. Supervisors are responsible for ensuring that completed forms are returned to Human Resources so that they may be retained in employees' personnel files or digital file.

Employees who receive low ratings on the performance evaluation form may be asked to complete a Performance Improvement Plan (PIP). The PIP will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet the job requirements as specified by the supervisor and the Office of Human Resources. At the end of the performance improvement period, the PIP will be closed if established goals were met; or, if goals are not met, additional corrective action may be taken, including termination.

5.2 Employee Conduct

The University of Dallas requires all employees to conduct themselves both personally and professionally in a manner that is compatible with the University mission and purpose. Employees should keep in mind that students have selected our programs above others based upon the ideals and standards articulated in the mission statement. It is therefore, the obligation of each employee to be familiar with, and abide by, University policies and to be courteous and professional in conduct with students, fellow employees, and the public.

It is important to note that Texas is an "at-will" state. As such, both parties (the University and the employee) have no duty to one another regarding continuation of employment unless a signed, written contract has been executed. Either party may terminate employment for any reason not prohibited by the United States, and/or Texas Constitution, and/or state or federal statutes, or case law construing the same, or for no reason.

5.2.1 Termination for Good Cause

An employee may be disciplined up to, and including, termination for good cause. An employee may be terminated immediately, without disciplinary action or warnings if the situation warrants. ***Good Cause includes, but is not limited to:***

- Selling, manufacturing, dispensing or using illegal drugs.
- Committing a criminal act.
- Reporting to work under the influence of alcohol or drugs.
- Possessing guns or other weapons of any kind while on duty.
- Theft of property or money, misappropriation of funds, falsification of records, dishonesty, unauthorized use of equipment and other types of illegal actions.
- Willful destruction of or abuse of university property.
- Refusing to follow instructions of a supervisor, refusing to follow university policies and public disrespect for the University.
- Conducting excessive personal business at work.
- Unsatisfactory attendance, unauthorized or undocumented absences, chronic absences.
- Performance detrimental to the employees department.

- lateness to work.
- Physical or verbal assaults and aggressive behavior toward coworkers, students, supervisors, or guests.
- Refusing to work assigned shift or overtime and committing unsafe workplace practices.

If an employee witnesses misconduct, illegal or unethical behavior, it is their duty to report such conduct to their supervisor or an appropriate member of management.

5.2.2 Progressive Discipline

The University of Dallas has introduced a progressive discipline policy to be followed when a staff member has violated work rules or standards of conduct, supervisors will evaluate the seriousness of the offense, the staff member's work history and any other relevant circumstances and impose appropriate discipline. When circumstances warrant doing so, supervisors can advise and instruct employees by providing verbal or written warnings to improve performance. Supervisors are encouraged to discuss performance issues with Human Resources and all staff terminations and suspensions must be reviewed by the Performance Management Manager and Assistant Vice President of Human Resources prior to any action. All documentation regarding disciplinary actions should be written and retained by the Human Resources Department.

This is a 3-step process, though the University of Dallas reserves the right to determine the appropriate level of discipline for any inappropriate conduct.

- Step 1 – Verbal warning:** A supervisor will provide an employee with a verbal warning to clarify University policies and state expectations. The supervisor will complete and submit a "Record of Verbal Warning" form to the Office of Human Resources.
- Step 2 – Written warning:** In situations where a verbal warning has not been successful in preventing an unwanted behavior or misconduct, or instances where an incident is more serious than is appropriate for a verbal warning, the supervisor will issue a written warning to the employee. The Assistant Vice President of Human Resources must be contacted prior to issuing a written warning. The supervisor will use the "Written Warning" form to describe the unacceptable conduct, outline policy violations, clarify expectations, and state that further disciplinary action will occur if the behavior is repeated. The form will be submitted to the Office of Human Resources.
- Step 3 – Disciplinary action:** If verbal and/or written warnings are not successful in eliminating an undesirable behavior or misconduct, disciplinary action may be taken resulting in suspension, demotion, or termination. The Assistant Vice President of Human Resources must be contacted prior to any action being taken.

Misconduct that involves dishonesty or violation of the law, or pose significant risks to the University's operations or to the safety and well-being of oneself or others may be grounds for immediate termination of employment.

5.2.3 Appealing Disciplinary Actions

Disciplinary actions resulting in suspension, demotion, or termination may be appealed by the affected employee in the following way:

- The employee must present a written appeal to the department head or equivalent within five (5) working days from the date of the disciplinary action. The appeal shall contain a clear and concise statement of why the disciplinary action is inappropriate. A written decision must be submitted to the employee within ten days following receipt of the appeal.
- If the employee is not satisfied with the appeal decision, he or she may present a written request for a meeting before the Vice President for the employee's department. The request for a meeting must state why the disciplinary action was inappropriate and/or why the decision of the step one official should be changed. The request must be made within five (5)

working days following the date of the appealed decision. The hearing should be conducted as soon as practical, but no later than 10 days following the date of the appeal.

- If the employee is not satisfied with the Vice President's decision, a written appeal may be made to the Assistant Vice President of Human Resources. This request must be made within 10 days of the Vice President's decision. The Assistant Vice President of Human Resources will review the documentation and, within thirty days of the review, submit his findings and conclusions to the affected employee. The decision of the Assistant Vice President of Human Resources is final.
- Those employees who report directly to the Assistant Vice President of Human Resources may request that the President review the appeal. In those cases, the President will review the documentation and, within thirty days of the review, submit his findings and conclusions to the affected employee. The President's decision will be final.

5.3 Hazing

The University of Dallas expressly prohibits hazing. **Hazing** is a criminal offense defined as any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization.

An employee commits an offense if the person engages in hazing, solicits, encourages, directs, aids or attempts to aid another in engaging in hazing; intentionally, knowingly, or recklessly permits hazing to occur; or has first-hand knowledge of the planning of a specific hazing incident involving a student or first-hand knowledge that a specific hazing incident has occurred, and fails to report this information in writing to the Vice President of Enrollment Management and Student Affairs, Provost, or President of the University.

5.4 Employee Grievance

In any work situation, some complaints and grievances are inevitable. The University believes it is in the best interest of the employee that these problems be directed to the immediate supervisor and settled at this level. However, if a resolution cannot be made to the satisfaction of the employee, the University provides the option for an employee to file a formal grievance, without the employee suffering reprisal or censure.

A **grievance** is defined as a work-related problem or conditions which an employee believes to be unfair, inequitable, discriminatory, or a hindrance to his/her effective performance. This grievance policy applies only to full-time or part-time regular staff members. It does not apply to temporary employees, students or faculty.

To promote good employee relations and to assure that employees who feel they have been inappropriately treated are given an opportunity for their complaints to be reviewed, the University has established the following grievance procedure.

5.4.1 Procedure

Informal Disputes. Disputes can often be resolved quickly and informally through discussion with colleagues and/or supervisors. When possible, the University of Dallas encourages individuals who believe they are being subjected to conduct prohibited by University policy (e.g., behavior that is disrespectful or unprofessional) to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem.

If an employee feels unable to speak to the offender directly, he or she should discuss their concerns

with his or her supervisor. If an employee is not comfortable speaking to his or her supervisor, or if the complaint concerns the supervisor, the employee should seek guidance on how to resolve this issue from the next-level of leadership (e.g., manager, director).

The University recognizes, however, that some situations may require an individual to pursue the matter through a formal complaint procedure. The formal grievance must be filed within sixty days of the action that is the subject of the grievance. For grievances regarding discrimination, harassment, and/or retaliation refer to sections 2.2-2.3 of this handbook

The **formal grievance** process is initiated by the employee as follows:

- The employee notifies the Performance Manager, verbally or in writing, of the intent to file a grievance. The grievance must explain in detail the pertinent facts relevant to the problem, describe corrective action that has taken place, and the reason for requesting a formal review. The Performance Manager will investigate the complaint and make a decision as to an appropriate remedy or resolution. The employee will be informed of the decision within ten working days.
- If the grievant is not satisfied that the complaint has been appropriately resolved by the Performance Manager, the grievant may request to have the grievance reviewed by the Assistant Vice President of Human Resources. This request must be made within 10 days of the Performance Managers' decision. The Assistant Vice President will review the documentation and, within thirty days of the review, submit their findings and conclusions to the grievant. The decision of the Assistant Vice President is final.
- Those employees who report directly to the Assistant Vice President of Human Resources may request the President review their grievance. In those cases, the President will review the documentation and, within thirty days of the review, submit his findings and conclusions to the grievant. The President's decision will be final.

5.5 Employment Files

Official employment records for all faculty and staff are maintained in Human Resources. The exception applies to faculty whose contracts, evaluations, tenure review, and disciplinary actions are maintained in the office of the Provost for Academic Affairs.

Employment files may contain the application, resume, personal data, salary history, disciplinary action documentation, performance appraisals and any other items relevant to employment. A separate benefits file is maintained by Human Resources and contains medical, insurance, retirement and leave information.

Employment files are the property of the University. The employee may provide written information to be included in his/her file with the permission of the Assistant Vice President of Human Resources. The employee may request to review information in his/her file. The Human Resources office will review the request and provide a rejection or approval to review within 10 working days. If the request is approved, the employee may review the employee file in Human Resources with a HR employee present. No copies may be made and information cannot be removed. Prior employees do not have access to their employee files.

Faculty may request to review their employee's file or a transfer employee's file. The review will be limited to necessary information such as a performance reviews and not include demographic or like data.

5.6 Ending the Employment Relationship

The University will serve its students and its mission most effectively through the employment of a high caliber, high performing workforce. However, employment at the University must be based on mutual consent; except as mutually agreed in writing, either the employee or the University may sever the

employment relationship at any time, with or without cause or prior notice. In the absence of a written agreement to the contrary, the University follows the doctrine of employment-at-will.

This policy applies to non-faculty employees. Faculty members with faculty contracts are governed by their employment agreements/appointments and the Faculty Handbook and are not subject to this policy. Employees with term contracts are subject to the provisions for employment set forth in their written employment agreements.

Termination of employment may be voluntary on the part of the employee including resignation or retirement; initiated by the University including by means of discharge due to misconduct, poor performance, through staff reduction, due to other factors including the employee's death, or due to the end of an employee's appointment.

5.6.1 Definitions

Voluntary Resignation – Employees who decide to end their employment with the University are generally expected to provide written notice at least two weeks in advance of their final day to their immediate supervisor. Resignations should be in writing and forwarded to the Office of Human Resources after informing the immediate supervisor. Upon receiving a notice of resignation, the immediate supervisor will determine whether the employee's services will be needed during the notice period. If services of the employee will be required for longer than two weeks, the employee and immediate supervisor will cooperate to determine a transition plan to accommodate the needs of the employee and the University. If continuing services of the employee are not needed, the resigning employee may be asked to leave campus immediately but will be paid for the notice period up to a maximum of two weeks. Payment for the notice period will not be made when the notice is subsequent to a notification of pending staff reduction, restructuring or investigation of conduct that may lead to discharge.

Retirement – Employees considering retirement should consult with the Department of Human Resources to review benefits and requirements related to retirement.

End of a Term Appointment – Termination occurs when the stated term of an employee's appointment is completed.

Death – Upon the death of an employee, the University will prepare a final pay check for distribution in accordance with the laws of Texas which will include all unpaid wages and any compensation due for earned but unused vacation.

Discharge "At Will" including Employee Misconduct – The University of Dallas is an at-will employer. Neither the University, nor the employee, have a duty to one another regarding continuation of employment unless a signed, written contract has been executed. Either party may terminate employment for any reason not prohibited by the United States, and/or Texas Constitution, and/or state or federal statutes, or case law construing the same, or for no reason at all. The University retains the right to end the employment relationship at any time, for any reason, with or without cause or notice just as employees have the right to end their employment with the University at any time, for any reason, with or without notice to the University.

Discharge Based on Unsatisfactory Performance – Subject to the provisions of the Employee Handbook, an employee whose job performance does not meet satisfactory levels as determined by their immediate supervisor may be discharged for unsatisfactory performance. The Assistant Vice President for Human Resources will determine whether documentation of performance or deficiencies warrant termination. Employees discharged for unsatisfactory performance are not eligible to receive severance benefits except with specific approval of the President.

Staff Reduction –The University may elect to reduce staff due to: (1) financial exigencies, (2) restructuring or reorganization resulting in the discontinuation of a program, function or job(s), or any

other business reason it determines is beneficial to the management of the University. A term appointee, if selected for termination during a staff reduction, may be terminated prior to the expiration of the appointment.

Section 6: Employee Benefits

6.1 Summary of Benefits and Eligibility

The statements contained in the employee handbook regarding benefits are provided for description only and do not imply a contract of employment. Benefit plans occasionally change. In the event of conflict between language contained in the employee handbook and language in the plan document, the plan document shall govern in all cases. The University of Dallas reserves the right to modify or terminate benefit plans or to increase any premium contribution by employees at the University's discretion.

The University of Dallas provides the following package of benefits to all eligible employees:

- Group insurance plans: medical, dental, vision, life, accidental death and dismemberment (AD&D), short (STD) and long-term disability (LTD)
- Flexible spending accounts (FSA)
- Health savings account (HSA)
- 403(b) retirement plan and Roth plan
- Worker's compensation insurance
- Tuition waiver for employees and eligible dependents
- Paid leave includes: sick, vacation, holiday, jury duty, and bereavement

6.1.1 Eligibility

Eligibility for the above benefits is determined by employment status:

If your employment status is:	You are eligible to participate in these benefits:
Full-time Employees (30+ hours/week)	Group insurance plans, retirement plan, flexible spending accounts, tuition waiver for employee and eligible family members, worker's compensation and paid leave
Staff Member with FTE of .50 - .74 (20 – 29 hours/week)	Retirement plan, worker's compensation and prorated paid leave
Staff Member with FTE less than .50 (less than 20 hours/week)	Worker's compensation and retirement plan (ineligible for University match)
Adjunct faculty	
Temporary employee	
Retiree (minimum age 55 with 10 years of service, and AGE + YEARS OF SERVICE = at least 75)	Group health insurance program up to age 65. Medicare Advantage and supplemental insurance exchange for retirees age 65 and older.

6.1.2 Definition of Spouse

In compliance with recent United States Supreme Court precedent, the term "spouse" is a legally recognized marriage.

6.1.3 CARES Consortium

The University of Dallas participates in a healthcare consortium called CARES (Collegiate Association Resource of the Southwest). The sole purpose of CARES is to provide benefits for faculty

and staff members of participating colleges and universities. CARES was formed in 2004 and provides benefits for University of Dallas employees (Rome employees are covered by an international medical plan) as well as the employees of one other private school in Texas: Austin College. All decisions regarding CARES are made by the Board of Trustees. Each participating school designates one board representative (a member of the senior staff with experience in Finance, Administration or Human Resources) and has one vote in all matters decided by the board.

Each year, the University's Benefits Committee, which is comprised of representatives of the faculty, staff and administration at the University, participates in reviewing the performance of all benefit plans. During the annual renewal for benefit plans, the committee is provided information by outside consultants regarding plan performance and makes recommendations to administration regarding benefits offered to employees of the University.

6.2 Group Insurance Plans

All eligible employees may participate in the group medical, dental, life, vision, short and long term disability insurance plans, and any health savings account, if applicable. Employees pay for premiums through payroll deduction. The medical, dental, and vision insurance premiums are paid by the employee on a pre-tax basis under IRS section 125 guidelines. Employees may decline participation in of the medical, dental and vision plans by signing a waiver. Enrollment by eligible employees in the University's paid core long term disability, basic life and AD&D insurance programs is automatic and is a University paid benefit. Short term disability (STD) is an optional employee paid plan. Coverage effective dates, premiums and procedures for adding and dropping dependents are regulated by the plans and are subject to change. The University pays a portion of the premium for medical insurance coverage.

6.2.1 Medical, Vision & Dental Insurance:

The plan year for the University's medical insurance is January 1 through December 31 and changes to the plan (deductibles, co-pays, etc.) are made on a calendar year basis. This medical plan also includes pharmacy benefits.

The medical and pharmacy benefits, are administered by third-party agents who handle claims processing and provide the network of participating health care providers and pharmacies. Other benefits are available to employees through CARES and includes a wellness program, an employee assistance program (EAP) and an expert doctor referral service.

The plan year for the University's international medical plan is January 1 through December 31. This plan is fully administered by the insurance company.

The plan year for the University's dental and vision insurance is January 1 through December 31. This is a stand-alone benefit and is fully administered by the insurance company. The university does not contribute to the cost of the dental or vision programs (employees pay the full premium).

6.2.2 Continuation of Insurance Coverage (COBRA)

In compliance with the Consolidated Omnibus Reconciliation Act (COBRA), passed by Congress in 1986, employees and their dependents meeting qualifying event criteria have the right to continue their group medical and dental benefits when coverage is lost due to the qualifying event.

Qualifying events for employees include termination of employment (for reasons other than gross misconduct) or reduction in the number of work hours which creates an ineligibility event. Qualifying events for spouses and dependents include: termination of the covered employee's employment for reasons other than gross misconduct, reduction in the employee's work hours as stated above, entitlement of the covered employee to Medicare, divorce or legal separation from the covered

employee, or death of the covered employee. In addition, dependents are eligible for COBRA when they reach the “limiting age of dependent status” under the plan rules.

Continuation of coverage is allowed for 18, 24, 29 or 36 months, depending on the qualifying event and employee or dependent status. Employees or their dependents will be required to pay the full premium plus a 2% administrative fee.

Human Resources will send COBRA notices to eligible employees upon notification of qualifying events. Employees with dependents reaching the “limiting age” are asked to contact Human Resources to request the notice.

6.2.3 Continuation for Retirees

Employees and spouses under the age of 65 participating in the group health insurance plan during the 3-month period prior to retirement are eligible for retiree coverage. The employee must also have been: Actively at work on the day prior to retirement, be at least 55 years of age and have 10 years of continuous service, and the sum of the employee’s age and years of service must equal at least 75.

Coverage under this plan will cease on the date the employee attains age 65 and is eligible for Medicare. For the covered spouse, coverage under the plan will cease on the date they attain age 65 (regardless of when the Retired Participant attained age 65). The coverage of a Dependent Child of a Retired Participant who is no longer eligible for coverage under this plan (due to attainment of age 26 and/or eligibility for Medicare) will cease on the last day of the month in which the Dependent Child attains age 26 (regardless of whether the child is considered disabled under the definition of “Dependent”). However, the employees and/or their Dependent may be eligible to enroll in the University of Dallas’s Medicare supplemental coverage.

6.2.4 Life, AD&D, Short (STD) & Long Term Disability (LTD) Insurance

The plan year for the University’s life and disability insurance is January 1 through December 31. The University provides term life insurance in an amount equal to the employee’s annual salary. The employee may purchase additional amounts of coverage including coverage for their spouse at a group rate based on age and may also purchase coverage for their dependent children.

The University provides basic long-term disability (LTD) insurance with the benefit equal to a percentage of the employee’s base salary within a set benefit dollar maximum. The employee has the option to “buy up” or increase the benefit by paying a premium based on the employee’s age and base salary.

The short term disability program is an employee paid optional plan administered by the insurance company. It has a 14 day waiting period and pays up to 60% of the employee’s base pay up to a maximum of \$5000 per month.

6.3 Flexible Spending Account (FSA) & Health Savings Account (HSA)

The plan year for the University’s flexible spending account (FSA) is January 1 through December 31. Eligible employees may elect to have pre-tax earnings deposited into a medical flexible spending account or dependent care flexible spending account for medical expenses not covered by insurance and/or for dependent care expenses. Participants must submit an election via a salary reduction agreement on an annual basis. The salary reduction agreement is binding for the plan year, except in cases meeting qualifying event criteria, and merits careful review of the plan description and related IRS publications. The FSA is administered in accordance with IRC 125 and 129. The FSA funds must be used by the end of the plan year, less a \$500 rollover.

The Health Savings Account (HSA) is available for employees enrolled in the high deductible medical plan and is for medical expenses only. The HSA has an indefinite carryover provision.

6.4 Defined Contribution Retirement Plan

The University of Dallas employee retirement program is provided exclusively by the Teachers Insurance Annuity Association-College Retirement Equities Fund (TIAA-CREF), the nation's largest private retirement company. Founded to serve the retirement needs of higher education faculty and staff, TIAA-CREF offers a range of investment options designed to realize growth of capital and minimize risk. The University also offers a Roth plan through TIAA-CREF.

The University's retirement plan (403(b)) includes an employee contribution and a University matching contribution upon eligibility. The Roth plan does not have a university matching element and the contribution is after tax. If you do not participate in the 403(b) account, and have met a one year employment requirement, the University will open a default account and deposit 2% of your annual salary. Employees, except students, may participate in the 403(b) employee contribution plan immediately upon employment. In this plan, employees may designate a pre-tax deduction amount from each paycheck and designate their investment choices.

Eligible employees may participate in the employer matching contribution plan once you have completed one full year of service and have worked 1000 hours from their date of hire. An employee has an initial 12 month period to work a 1000 hours, unless the new employee is already a participant in a previous higher education employer sponsored retirement plan, in which case, the contribution begins the first month of employment with supported documentation. This initial 12 months is referred to as the initial Eligibility Computation period which begins on the date of hire and ends 12 months later.

- If this test is achieved, then the employee is eligible for an employer contribution in accordance with the rules of the plan.
- If 1000 hours are not worked during this initial Eligibility Computation period (12 months), then the employee begins a second testing period that starts on January 1 and ends the following December 31. The start date of January 1 is the January 1 date that falls within the initial Eligibility Computation period.
- If 1000 hours are worked in the second Eligibility Computation Period, then the employee is eligible for an employer contribution in accordance with the rules of the plan. If 1000 hours are not worked, then a new testing period begins on January 1 following the December 31 ending date for the second Eligibility Computation Period.
- This process continues until the employee either successfully works 1000 hours within a 12 month period, or terminates from the University.

The University contributes an amount equal to 2% of the employee's salary to his/her TIAA-CREF account whether or not the employee makes a contribution. If the employee elects to contribute to his/her retirement account, the University will match the employee's contribution up to a 5% maximum match, for a total University contribution of 7%.

Employee/University Matching Contribution:

Employee	University
0%	2%
1%	3%
2%	4%
3%	5%
4%	6%
5%	7%

Employees may contribute more than 5% of their salary, up to the IRS maximum. Any employee contributions made over 5%, will be considered a supplemental retirement account.

6.5 Vacation Leave

Staff: Regular staff members working 20 hours per week or more accrue vacation leave on a semi-monthly basis, at a rate based on hours worked and years of service. Appointments from non-vacation accruing positions to vacation accruing positions begin at the year one level in the chart below. The amount accrued is by position as described further below. Please see the accrual table for specific rates. Staff members may accrue a maximum of leave equal to their annual accrual plus five days (prorated days if applicable). When the employee reaches the maximum hours the accrual stops. Vacation hours are accrued BEFORE any time taken is deducted. It is the responsibility of the employee to submit his/her leave request form to his/her supervisor on a timely basis and to monitor his/her vacation accrual for accuracy.

Vacation Accrual Rates and Maximums

Full-Time Staff-in vacation eligible position

Years of Employment	Annual Accrual Hours/	Days	Monthly Accrual	Maximum Accrual
Hire – 1 year	80 hours	10 days	6.67 hours	120 hours
year 2 – 4	96 hours	12 days	8 hours	136 hours
year 5 – 7	120 hours	15 days	10 hours	160 hours
year 8 – 10	144 hours	18 days	12 hours	184 hours
year 11 – 15	168 hours	21 days	14 hours	208 hours
year 16 – 20	192 hours	24 days	16 hours	232 hours
year 21 and above	216 hours	27 days	18 hours	256 hours

Part-Time Staff (working 30 to 39 hours per week)

Years of Employment	Annual Accrual Hours/	Days	Monthly Accrual	Maximum Accrual
Hire – 1 year	60 hours	10 days	5 hours	90 hours
year 2 – 4	72 hours	12 days	6 hours	102 hours
year 5 – 7	90 hours	15 days	7.5 hours	120 hours
year 8 – 10	108 hours	18 days	9 hours	138 hours
year 11 – 15	126 hours	21 days	10.5 hours	156 hours
year 16 – 20	144 hours	24 days	12 hours	174 hours
year 21 and above	162 hours	27 days	13.5 hours	192 hours

Part-Time Staff (working 20 to 29 hours per week)

Years of Employment	Annual Accrual Hours/	Days	Monthly Accrual	Maximum Accrual
Hire – 1 year	40 hours	10 days	3.33 hours	60 hours
year 2 – 4	48 hours	12 days	4 hours	68 hours
year 5 – 7	60 hours	15 days	5 hours	80 hours
year 8 – 10	72 hours	18 days	6 hours	92 hours
year 11 – 15	84 hours	21 days	7 hours	104 hours
year 16 – 20	96 hours	24 days	8 hours	116 hours
year 21 and above	108 hours	27 days	9 hours	128 hours

Officers and Executive Level Administrators: Officers and executive level administrators, Deans, Provost, and Vice Presidents of the University, General Counsel begin their tenure accruing 7 hours of vacation on a semi-monthly basis. Once they reach their 16th year of employment they will begin accruing at the same rate as all employees, with the same maximums according to the schedule, above.

Associate and Assistant Vice Presidents, Associate & Assistant Deans: Associate and Assistant Presidents, Associate and Assistant Deans, and Associate Provost begin their tenure accruing 5 hours of vacation on a semi-monthly basis. Once they reach their 8th year of employment in a vacation eligible position they will begin accruing at the same rate as all employees, with the same maximums according to the schedule, above.

Library Faculty: Library faculty accrue 6.33 hours of vacation on a semi-monthly basis, with a maximum accrual of 184 hours. After their 5th year of employment the accrual increases to 6.67 hours of vacation on a semi-monthly basis, with a maximum accrual of 200 hours. After the 10th year, library faculty will accrue at the same rate as other full-time employees, with the same maximums according to the regular schedule for full-time employees.

Non library faculty do not receive vacation leave.

6.5.1 Use of vacation is governed by the following:

- Employees accrue leave from the first month of employment. Upon supervisor approval, employees may begin taking vacation leave as it accrues but not before.
- Employees must request vacation in advance using a leave request form available on line or from Payroll. The designated supervisor should approve the request if scheduling can be arranged and workload accomplished while the employee is on leave. The supervisor is responsible for submitting the approved leave request to payroll in the pay period in which the leave is taken.
- Employees are paid their unused accrued vacation upon termination of employment.
- Vacation accrual and carryover shall cease when one moves to a position that is not eligible for vacation accrual (example: administrative/staff position to faculty). Employees in this situation will be paid a vacation lump sum at the next scheduled payroll. For those who have accumulated vacation and did not receive a lump sum prior to adoption of this policy, they will be paid out 50% of their accrued vacation on June 1, 2017 and 50% on June 1, 2018.
- Employees will not accrue vacation while off work on an unpaid leave of absence.
- If an employee is on vacation and becomes sick, the employee will be required to use scheduled vacation time or the employee may provide a doctor's certification documenting that they were unable to work due to illness and human resources will consider a designation change from vacation to sick hours.
- One day of vacation shall be equal to 8 hours for a full-time employee, 6 hours for an employee who works 30-39 hours a week and 4 hours for an employee working 20-29 hours a week.
- As necessary, the University may require an individual on vacation to answer a question, field e-mails or take phone inquiries without impacting the number of vacation hours. If the employee feels that vacation was unduly interrupted, the employee may appeal to the Assistant Vice President of Human Resources for vacation credit.
- If the University finds it necessary to cancel an individual's vacation and return to work and it causes the employee travel or other significant costs, the individual may appeal to the Assistant Vice President of Human Resources for reimbursement.

6.6 Sick Leave

Staff and Library Faculty: Regular staff members and library faculty working 20 hours or more per week accrue sick leave on a semi-monthly basis, at a rate based on normal hours worked. Sick leave may be used to care for self, spouse, child, parent, and/or dependent living within their house and are related by kinship, adoption, or marriage; or are foster children certified by the Texas Department of Child Protective and Regulatory Services and an employee minor child regardless of whether the child lives in the same household.

Using sick leave, includes an absence required for medical, dental, or optical examination or treatment; or for physical therapy and laboratory work or test as ordered by physician. Staff and library faculty must

specifically request sick leave. Supervisors must submit approved sick leave forms to the payroll office in the pay period in which leave is taken.

Please see the accrual table for specific rates and maximum accrual. When the employee reaches the maximum, accrual stops.

Sick Leave Accrual Rates and Maximums

Employee Status	Annual Accrual Hours	Days	Monthly Accrual	Maximum Accrual
Full-time (40 hours/week)	96	12	8 hrs	960 hrs
Part-time 30-39 hours/week	72	12	6 hrs	720 hrs
Part-time 20-29 hours/week	48	12	4 hrs	480 hrs

Faculty:

Full-time regular and affiliate faculty members will be eligible, on a rolling year schedule, to take up to six months (960 hours) of extended medical leave for their own illness, or for a parent, spouse, child, and/or dependent living within their house. Regular and affiliate faculty who work less than a 1.00 FTE will be eligible to take up to six months as pro-rated to their employment status (e.g. six months for a 0.50 FTE is 480 hours). Faculty should coordinate this leave with their Chair and/or Dean and the Benefits Manager.

6.6.1 Use of sick leave is governed by the following:

- For non-exempt employees time away from the office for the purpose of illness must be accurately recorded on an employee's time card. Supervisors may not tell an employee they can "make up hours" lost for time away for sick leave.
- Sick leave may be used for personal illness or injury or to care for an illness or injured spouse, child, or other dependent living in the employee's home as well as care of employee's own parents.
- An employee may use up to eight (8) hours of sick leave each calendar year to attend parent-teacher conferences for the employee's child who are in pre-kindergarten through grade twelve (12).
- Employees may not receive cash in lieu of accrued sick leave. Accrued but unused sick leave is not paid when an employee leaves the University and leave may not be used before it accrues.
- Employees may not transfer sick leave to another employee.
- The accrual of sick leave ends when the maximum is reached or when the employee is off work on unpaid leave of absence, including worker's compensation leave.
- Employees must specifically request sick leave. Supervisors must submit approved sick leave forms to the payroll office in the pay period in which leave is taken.
- A physician's note stating the reason for the absence and certifying the employee's suitability to return to work is required for an absence of three days or more. Frequent absences of less than three days may require a physician's note after supervisor consultation with Human Resources.
- Staff members must notify their supervisor to report illness and request sick leave within one hour or as soon as practical of their normal time to report for work. Employees working on a shift where inability to report to work may impede University operations, may be required to report illness and request sick leave prior to the beginning of the shift.
- Non-exempt (hourly) employees should document all hours of leave due to illness. Partial days off due to illness should not be reported for exempt employees, unless the hours are intermittent leave hours requested under the provisions of the Family Medical Leave Act (FMLA). (See FMLA policy, below)
- Sick leave may be used for any FMLA- qualifying reason
- One day of sick leave shall be equal to 8 hours for a full-time employee, 6 hours for an

employee who works 30-39 hours a week and 4 hours for an employee working 20-29 hours a week.

6.7 Personal Unpaid Leave

For situations that do not fall under the Family Medical Leave Act (see below), staff members may request an unpaid leave of absence in writing to the Benefits Manager of Human Resources. Human Resources will coordinate with the Office of the President for approval. For faculty requests, Human Resources will coordinate with the Provost's Office and the President's Office.

6.8 Family and Medical Leave

The FMLA is a labor law allowing an eligible employee to take job-protected unpaid leave due to a serious health condition (as defined by the FMLA) that makes the employee unable to perform his/her job; to care for a sick family member; or to care for a new child (including by birth, adoption or foster care). Additionally, the FMLA allows an employee to take job-protected unpaid leave to care for a covered service member or veteran with a serious injury or illness and allows for exigency leave for military families.

Eligible employees are defined as:

- Having worked for that employer for at least 12 months; and
- Having worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave; and,
- Work at a location where at least 50 employees are employed at the location or within 75 miles of the location

Eligible employees are entitled to 12 workweeks of FMLA leave in a 12-month period for:

- The birth of a child and to care for the newborn child within one year of birth;
- The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- To care for the employee's spouse, child, or parent who has a serious health condition
- A serious health condition that makes the employee unable to perform the essential functions of his/her job;
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty".

In addition, qualified employees may be eligible for 26 workweeks of leave for military caregiver. This is leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin.

6.8.1 Definitions

Spouse means a husband or wife in a legally recognized marriage.

Parent means biological, adoptive, step or foster parent or any other individual who stood in loco parentis to the employee when the employee was a child. The term does not include "parents in law."

Child means biological, adopted, foster, stepchild, legal ward or child of person standing in loco parentis, who is under the age of 18 or age 18 or older and "incapable of self-care because of a mental or physical disability."

In loco parentis is defined as including those with day-to-day responsibilities to care for or financially support a child.

6.8.2 Intermittent Leave/ Reduced Schedules:

The FMLA allows employees to take unpaid leave on an intermittent basis or to work a reduced schedule under certain circumstances. Employees needing intermittent/reduced schedule leave for foreseeable medical treatment must work with their supervisor and Human Resources to schedule the leave so as not to unduly disrupt the University's operations. Human Resources will coordinate intermittent leave approval with the President's Office.

Intermittent leave can be recorded in as small of increments of time as a quarter hour (15 minutes). In cases of FMLA leave, exempt (salaried) employees should document all leave time taken including partial day leave time. The FMLA allows deduction of partial leave days when a physician orders an exempt employee to work less than 8 hours per day and the leave is requested under the Family Medical Leave Act policy. The Benefits Manager will counsel the supervisor, employee, and payroll on reporting the time worked.

6.8.3 Employer Responsibilities

During FMLA leave, the University shall maintain the employee's group health insurance coverage under the same terms and conditions as if the employee had not taken leave. However, the employee will be responsible for paying their portion of the benefits that would normally be deducted every pay period. The employee must also still pay additional premiums for optional benefits or for other eligible members. Premium payments that are late by more than 30 days will result in the termination of any insurance benefit specific to the that premium or work with the human resources department to make payment arrangement for all unpaid benefits, while out on an FMLA.

Additionally, the University requires employees to use their accrued sick and vacation leave time during the entirety of their FMLA leave. If the leave time is depleted during the FMLA leave, the employee will go into an unpaid status. Disability leave, including workers' compensation leave (to the extent it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

If an employee is unable to return to work following the 12 weeks of FMLA leave the employee may apply for an extended leave of absence according to policy.

6.8.4 Employee Responsibilities

In general, employees must give Human Resources at least 30 days advance notice of the need to take FMLA leave when he/she knows about the need for the leave in advance and it is possible and practical to do so. In cases where it is not possible to give advance notice, the employee should give notice as soon as it is known that the leave is needed and as soon as it is practical to do so. The employee should contact Human Resources in order to request leave under the FMLA.

The employee will be required to provide support for their request for FMLA by a certification issued by a health care provider or written documentation of a military member's covered active duty or call to covered active duty status for requests for exigency leave. Certification forms should be obtained from Human Resources. Failure to provide certification may result in denial of the leave request.

Employees are required to report all time used under the FMLA in writing to Human Resources. If the leave is intermittent it should be reported on a per pay period basis. Additionally, the University may require an employee on FMLA leave to report periodically on their status and intent to return to work. In some instances, the employee may be required to prove a medical release to return to work with or without restrictions.

6.8.5 Reporting While on Leave

If an employee takes leave because of the employee's own serious health condition or to care for a covered relative, the employee may be required to periodically contact Human Resources and the employee must give notice as soon as practical (within 2 business days, if feasible) if the dates of the leave change, are extended, or were unknown initially.

For more information about the FMLA, employees are encouraged to visit the following website:
<http://www.dol.gov/whd/fmla/>

6.9 Bereavement Leave

In the event of the death of an employee's immediate family member, paid leave of up to five workdays may be granted. Immediate family includes spouse, child/ren, unborn child/ren, parents, grandparents, siblings, in-laws (siblings and parents only) and family members living in the employee's home. Supervisors should consider travel distance, relationship to the deceased and extent of responsibilities when deciding the length of leave granted. Supervisors are responsible for submitting the approved leave request to payroll in the pay period in which leave is taken. Supervisors must require documentation of the death and funeral occurrence, such as an obituary or copy of death certificate, and must submit the documents to payroll. Bereavement Leave usually must be taken within 30 days of the incident.

6.10 Military Leave of Absence

The Uniformed Services employment and Reemployment Rights Act of 1994 (USERRA) protects civilian job rights and benefits for veterans and members of Reserve components taking part in a variety of military duties. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists, National Guard members for training, periods of active military service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence. USERRA also provides protection for disabled veterans who are convalescing from injuries received during service or training and upon their return to work or application for reemployment. Taking military leave and returning from military leave:

- Unless military necessity prevents it, or is otherwise impossible or unreasonable, an employee should provide the University with notice of the need for leave as far in advance as is reasonable under the circumstances. Notice of the temporary or extended leave of absence should be submitted to the Human Resources Office. Written notice is preferred, but not required under the law or this policy.
- Employees on military leaves of less than 31 days will continue to have health care coverage as usual. Employees performing military duty of more than 30 days may elect to continue employer sponsored health care under COBRA for up to 24 months, however, they may be required to pay up to 102% of the full premium.
- Employees on temporary or extended leave may, at their option, use any or all accrued paid vacation leave during their absence.
- Employees who intend to return to work after the military leave of absence must apply for reemployment. The period an individual has to make application for reemployment or to report back after military service is based on the time spent on military duty. The employee will provide the University of Dallas with military discharge documentation to establish the timeliness of the application for reemployment, the duration of the military service and the honorable discharge from the military service. Employees should contact Human Resources for further details.

6.11 Jury Service

Employees will be released from work to serve on a jury or respond to a jury service summons. The employee will be paid throughout the duration of the jury service. Non-exempt employees will specify the jury time on their time sheet in the appropriate line. The employee must submit a copy of the jury summons

for one day of service or provide a service notice for the days jury duty was actually served. Supervisors should submit the summons/service notice attached to a leave request form on the appropriate payroll date. The payroll office will forward the documentation to Human Resources for placement in the employee's file.

6.12 Holidays

6.12.1 Fixed Holidays

The University will be officially closed in observance of the following holidays on the date designated nationally each year:

Martin Luther King Jr. Day
Memorial Day
Independence Day
Labor Day
Thanksgiving
Christmas
Easter

The actual number of days off for each holiday varies from year to year and is announced in the Spring.

When a department is required to remain open on a fixed holiday, payment terms are as follows: 1) exempt staff members will be given an alternate day off and 2) nonexempt employees will be paid overtime (1.5 x normal hourly rate) if actual hours work are greater than 40 and assigned another day off, OR paid 2.5 X normal rate with no substitute time off. Supervisors will determine the method of overtime/holiday compensation for non-exempt staff. ***Nonexempt employees may not choose or request "compensatory time in lieu of pay".***

Area heads will determine which departments or offices will need to be open and which may close. The requirement to remain **open** will be based on the provision of services essential to the conduct of classes, or department specific project deadlines and workload.

6.12.2 Flexible Holidays

At the discretion of the University, the University normally recognizes additional holidays as described below.

Summer Fridays: Up to five (5) Fridays from early June through early August. Typically, a department or a group of related departments will set up an (A) team and a (B) team alternating schedule to ensure coverage. Contact the Provost's Office for the alternate schedule for Registrar's Office employees. Summer Fridays are designated as "Denim Days" for departments where alternate dress codes are allowed. Contact the area's vice president or provost with any questions about allowed dress code.

6.13 Worker's Compensation Insurance Coverage

Worker's Compensation Insurance will compensate employees unable to work as a direct result of illness or injury incurred while performing job related duties and will cover medical expenses due to job-related illness or injury. The insurance also provides a death benefit if an employee dies as a result of performing job-related responsibilities. The insurance pays 70% of an employee's average weekly wage for up to 104 weeks if an employee is unable to work due to on-the-job injury or an illness caused by job performance. Insurance wage replacement begins after the injured employee has been off work for eight

days. Employees may use accumulated sick leave to replace income for the eight days.

Employees will not be covered by Worker's Compensation Insurance if the injury, illness or accident is not reported properly within 30 days. In addition, employees will not be covered if the injury, illness or death is the result of:

- Employee intoxication on the job.
- Employee engaged in *horseplay* when the injury is sustained.
- Employee sustained the injury while participating in an off-duty, voluntary activity, even if the University sponsors the event.

6.13.1 Reporting a Workplace Injury and Insurance Provider Network Requirement

Employees injured on the job, or who become ill as a result of their job duties, must report their condition to their supervisor and human resources as soon as possible. If medical care is necessary, the employee should seek medical attention from a provider or facility in the insurance company's provider network. In most cases, except emergency cases or where otherwise approved, the employee may be responsible for the entire cost of the medical care if the employee receives treatment from a doctor outside of the network. For more information on the provider network and how to find a participating medical professional or facility, employees should contact Human Resources. In life threatening situations, the employee or co-worker should call 5911 and be transported to the nearest hospital. When the situation is not life threatening, supervisors are responsible for ensuring that the employee is transported to medical care when appropriate.

Within 24 hours of notice of injury or illness, supervisors are required to contact Human Resources. Human Resources will file the injury report with the insurance company. The insurance company will notify the Texas Workers Compensation Commission (TWCC) if the employee is off work more than one day or if the employee requires medical treatment. TWCC compliance guidelines will subsequently be followed as the University is notified, including submission of wage statements if the employee is off work more than eight days.

All accidents will be investigated and recommendations will be made to the department for prevention of future accidents or injury.

6.13.2 Additional guidelines related to worker's compensation and job-related injuries

- If eligible for FMLA leave, the FMLA will run concurrent with leave for a Worker's Compensation injury.
- While on workers compensation leave, injured or ill employees are required to keep all medical appointments and therapy appointments ordered by their physician and to provide supervisors all update reports by physicians regarding duration of leave or return to work in a light duty or unrestricted capacity.
- Employees on worker's compensation leave **will not** accrue vacation or sick leave.
- Employees who are off work due to on-the-job illness or injury (covered under workers compensation program), who falsify the extent or severity of injuries will be subjected to disciplinary action, to loss of benefits and to possible termination and prosecution.
- A drug and alcohol screen will be required within 24 hours of injury for employees who sustain any work injury considered recordable by the Occupational Safety and Health Administration (OSHA). The University believes that it is in the best interest of both the University and the injured employee to return to work as early as possible. When possible, the University will provide light-duty assignments for a temporary and reasonable period of time. In most circumstances, employees released to return to work will return to their former position. In circumstances where business necessity does not permit a vacancy for the period of time required by an employee to recuperate from a job-related illness or injury, the position will be filled. When the injured employee is released to return to work, he/she will be welcome

to apply for any position that is open and compatible with his/her skills and qualifications.

Employees should report unsafe conditions in their departments to supervisors and/or the University of Dallas Police Department. They may also report unsafe conditions to the Texas Workers Compensation Commission by calling 1-800-452-9595. To speak with a TWCC spokesperson, employees may call 1-800-252-7031.

Records of Worker's Compensation claims will be maintained for five years from the date of original injury, illness or death.

6.14 Employee Tuition Waiver

The University of Dallas encourages all eligible employees to take advantage of the opportunity to continue their studies and to provide an education for their family. The program has several levels of participation with differing participation requirements. Some of the opportunities include professional development for employee's three course auditing, summer classes to gain transferrable college credit, etc. Please contact the Benefits Manager with questions.

The following lists the different types of student status, who is eligible to participate, and the requirements:

<i>Student Status</i>	<i>Participants (Employee, Spouse, Dependent Child)</i>	<i>Requirement</i>
UD Degree seeking	Employee, Spouse, Dependent Child	FAFSA, TW Form, Admissions, Degree Program Acceptance
NON-UD Degree seeking	Employee, Spouse, Dependent Child	FAFSA, TW Form, Admissions
High School Student/Home School Student/GED (not graduated or graduated))	Spouse, Dependent Child	Admissions, TW Form
Certificate Program	Employee, Spouse, Dependent Child	FAFSA, TW Form, Admissions
Pre-requisite Courses	Employee, Spouse, Dependent Child	Admissions, TW Forms (3 course limit)
Professional Development/Audit	Employee	TW Form
Rome Programs	Dependent	TW Form, Admissions

For definitions of the different types of student statuses please refer to the Tuition Waiver Application: [https://udallas.edu/offices/hr/employeebenefits/Application %20for Employee TW Form 04 2018.pdf](https://udallas.edu/offices/hr/employeebenefits/Application_%20for_Employee_TW_Form_04_2018.pdf)

6.14.1 Taxable Income Notice

Undergraduate tuition benefits for the employee and eligible dependents are tax-free. Graduate-level tuition benefits are tax-free for the employee up to the Internal Revenue Service maximum for the calendar year. Graduate-level tuition benefits are taxed for eligible dependents. Federal income taxes will be deducted at the rate indicated on the employee's most current W-4 on file. Federal income tax and FICA deductions will be taken in equal installments over the remaining pay periods of the period of enrollment. Employees will be held responsible for taxable income for classes dropped after the official drop date.

6.14.2 Use of the tuition waiver is governed by the following

The waiver is a benefit. Benefits eligibility must first be established. Eligible employees and their spouses may apply for the waiver 90 days following the employee's date of hire or following the employee's change to benefits eligible status. Dependents of newly eligible employees may utilize the

waiver after a 6 month waiting period. Employees eligible for this benefit cannot be considered a dependent of another employee for purposes of the tuition waiver.

6.14.3 Tuition Waiver Eligibility

Employment Status	Tuition Waiver Eligibility	Waiting Period
Full-time Employees working (40 hours/week)	Waiver for employee, eligible spouse and eligible dependents.	Employee & Spouse – 90 days from employee's date of hire or benefits eligibility. Child/ren – 6 months from employee's date of hire.
Employees working 30 – 39 hours a week	Waiver for the employee only.	Employee – 90 days from date of hire.
Employees working fewer than 30 hours a week	Not eligible for the tuition waiver. Includes adjunct faculty and temporary employees.	

Definitions

Eligible Spouse: The spouse of a legal marriage will be considered an eligible participant

Eligible Dependents: Children up to age 25, who are considered dependents per IRS guidelines plus one year of age will be considered eligible participants. Proof of dependent status must be presented in order to use the benefit.

6.14.4 Rome Employees

Employees working on the Rome campus, who meet the employee eligibility guidelines for the tuition waiver as established in the chart above, may choose to defer use of their waiver until their return to the United States. They will have 5 years from the date they end their employment at the Rome campus to utilize their tuition waiver credits. A tuition waiver form is required each semester. They may take up to 18 credit hours per year employed on the Rome campus. Employees who subsequently become employed on the U.S. campus in a position that is eligible for the tuition waiver will not receive any additional credit hours waived based on their past employment on the Rome campus as they will have on-going ability to use the tuition waiver benefit as long as they remain eligible. Resident Coordinators who participate in the Tuition Waiver program while in Rome due to their visa status will not waive tuition waiver eligibility upon returning.

6.14.5 Job Performance

Eligibility of employees to take courses is dependent on successful job performance. The employee must first submit the application for the tuition waiver to their supervisor. The employee's supervisor will determine if the employee is able to fulfill his/her job responsibilities while taking classes and either approve the request or decline pending resolution of any job performance issues. The supervisor will determine with the employee an approved work schedule that may allow time for an employee to take one class (3 hours) during work hours as long as the schedule is adjusted to accommodate the break in the normal work schedule and there is no adverse effect on the employee's department. Employees whose job performance declines while they are attending classes may be required to drop the class or classes.

Applications for the waiver for eligible spouses and dependents do not require a supervisor's approval.

6.14.6 Ending Employment or Losing Benefits Eligibility While Enrolled

Eligibility of employees and their families to take tuition-free courses depends on continued employment and benefits eligibility at the University. If the employee terminates employment or loses benefits eligibility during the semester in which he/she or his/her family members are enrolled in classes, the student will be allowed to complete the semester as approved, but will lose the waiver for subsequent semesters immediately following the close of the current semester.

6.14.7 Credit Limits, Benefit Limits and Limits on Class Times

All persons (employee, spouse or dependent child) receiving a tuition waiver will be limited to one degree under the benefit except for degrees awarded simultaneously. Eligible employees who earned a degree because of their parent's or spouse's employment eligibility for the Tuition Waiver can earn one additional degree based on their own employment status with the University and vice versa.

- Eligible employees may take two classes (6 hours) per semester. *Only one of those classes (3 hours) may be taken during regular work hours.*
- Eligible employees may not take more than 18 hours per calendar year.
- In the case that a lab is required, the lab may be taken concurrently with a class and the total credit hours actually equals 7 hours.
- Eligible spouses and dependents do not have a credit limit.

The tuition waiver covers 100% of the tuition for most courses offered by the University. The exception to this is the Doctor of Business Administration (DBA) program. The tuition waiver covers 15% of tuition for the DBA program.

The tuition waiver may not be used in conjunction with any other University scholarships or any University sponsored community education programs. Full-time Staff and Regular and Affiliate Faculty may take only one class during normal work hours (8:00 a.m. – 5 p.m.) with their supervisor's approval. For non-exempt employees, any time spent in class must be made up during the same week. Part-time employees (employees working 30-39 hours a week) must attend classes outside the normal work hours of their position.

6.14.8 Adding or Dropping Classes

The employee must notify Human Resources when they or a dependent using the waiver adds or drops a course. Employees are responsible for all applicable income taxes on courses taken through this program and not dropped prior to the Official Drop Date. For classes dropped prior to the Official Drop Date, taxes will be withheld if the employee fails to notify Human Resources by the Official Drop Date that the class or classes have been dropped.

6.14.9 Exceptions and Appeals

Exceptions to this policy may be brought to the Human Resources Benefits Manager for review. A person whose tuition waiver application has been denied may appeal the decision. Appeals must be made in writing and must be submitted to the AVP Human Resources no later than the last day of the semester for which the application was denied. Appeals will be reviewed by Human Resources in conjunction with the Office of Financial Aid.

Academic Eligibility and Financial Aid Requirements

The Office of Financial Aid is responsible for establishing that persons applying for the tuition waiver have met all of the admission and financial aid requirements for the University.

6.14.10 Persons wishing to utilize the waiver must comply with the following:

- Tuition waiver applicants must follow all guidelines for general admission to the University of Dallas as established by the Enrollment Office. This includes filling out all necessary paperwork and meeting all established deadlines.
- If applicable, all persons wishing to use the tuition waiver are also required to complete the Free Application for Federal Student Aid (FAFSA) annually, depending on your student status. The tuition waiver will not be approved without completion of this form. To complete the FAFSA online and for more information please visit the following website:
<http://www.fafsa.ed.gov/http://www.fafsa.ed.gov/>.

- The Financial Aid office will confirm dependent status eligibility through review of the FAFSA application, as this form includes this information. If for some reason this information cannot confirm dependent status eligibility, the employee may be required to submit other proofs such as a birth certificate or a marriage certificate.
- Eligibility for the waiver is also dependent on classroom performance and adherence to University regulations, including the following:
- If a participant does not maintain a 2.0 cumulative grade point average (GPA) as an undergraduate student or a 3.0 cumulative GPA as a graduate student, he/she will not be allowed to register for additional classes under the waiver. Cumulative GPA will be evaluated at the end of each term. Excessive withdrawals or failed classes can also affect eligibility for a Tuition Waiver. Graduate Students must maintain at least a 66% overall completion rate (earned hours/attempted hours.) Undergraduate students must maintain an overall 80% completion rate.
- Academic status will be reviewed each time a student completes a term where they have received a Tuition Waiver benefit. One warning term may be issued to a student not meeting the minimum requirements. Students can receive the waiver during the warning term. A student who does not meet the GPA and completion rate requirements by the end of the warning term will be suspended from the Tuition Waiver Benefit Program until they are again in good academic standing. Appeals can be made to the Benefits Manager. (See section on appeals.)

Note: Some options under the tuition waiver may not require each step above. Please seek the advice of our Benefits Manager.

The tuition waiver only covers tuition and will be applied to a student's account following any other federal, state or University grant or University scholarship money.

6.14.11 Adherence to Business Office Policies, Deadlines and Tax Implications

Persons utilizing the tuition waiver must meet all deadlines set by the Business Office for making payment arrangements on student accounts for fees and other costs not covered by the waiver. Students will not be able to register for a new semester of classes if there are any outstanding fees.

Contact the Payroll Manager for more information at 972-721-5195.

6.15 Tuition Exchange Scholarship Program

The University participates in three tuition exchange programs that allow eligible employees with at least one year of service at the time of application to send their eligible dependents to participating colleges and universities at reduced or waived tuition. These three programs are the Catholic College Cooperative Tuition Exchange, the Council of Independent Colleges Tuition Exchange Program, and the Tuition Exchange Program.

The Catholic College Cooperative Tuition Exchange (CCCTE) is comprised of regionally accredited colleges and universities listed in the current Official Catholic College Directory. Dependents must be accepted to the college or university of their choice before applying for the scholarship. For a list of participating colleges and for more information on this program, please visit the CCCTE website at www.cccte.org.

Council of Independent Colleges Tuition Exchange Program (CIC-TE) is made up of participating Council member institutions. The Council is comprised of small to mid-size private liberal arts colleges and universities and other independent high education institutions. For a listing of participating institutions and for more information on this program, please visit the CIC-TE website at www.cicedu/programs-and-services/tuition-exchange-program

The Tuition Exchange (TE) has over 600 participating colleges and universities in most of the states in the US, Washington D.C. and a few other countries. For a list of participating colleges and for more information on this program, you can visit the Tuition Exchange at www.tuitionexchange.net.

6.15.1 Program Eligibility

- **Eligible Employees:** All regular, full-time employees with at least one year of service at the time of application are eligible to participate in this program.
- **Eligible Dependents:** Dependent children up to age 25 are eligible to participate.
- **Ending Employment or Losing Benefits Eligibility While Enrolled:** The dependent's ability to participate in the program is dependent on the employee remaining eligible for this program. If the employee terminates employment or loses eligibility to participate in the Tuition Exchange program during the year in which his/her eligible dependent is enrolled in classes, the student will be allowed to complete the semester in which he/she is enrolled at the time. The student, however, will lose the scholarship for any subsequent semesters. If the student has been approved for the scholarship or approved for renewal of the scholarship but the approved year has not yet begun when the employee terminates employment or loses eligibility, the student's scholarship will be cancelled.

6.15.2 Application, Acceptance & Responsibilities

- **Application Period:** The annual open application period for the Tuition Exchange Scholarship Program happens every October. During that time period, University employees and their eligible dependents can apply to participate in the program for the following school year.
- **Program Acceptance:** Acceptance into either program is based on space availability and selection criteria. When space is limited, scholarship program participants will be selected based on the following priorities: 1) whether another dependent of the employee has used the scholarship, 2) employee years of service at the University, and 3) the student's classification (priority will be given to students with higher classification; i.e., juniors will be chosen before freshman). If all selection criteria are equal, a lottery system will be used. All scholarships are subject to acceptance of the enrolling institution. Awards are competitive and are made based on that institution's admission and tuition exchange program standards.
- **Responsibilities:** The Tuition Exchange (TE) Liaison will apply for the scholarships on behalf of the participant to the colleges of interest and will re-certify the student annually during the lifetime of the scholarship provided that the employee remains eligible.

It is the responsibility of the recipient to: 1) apply for general admission before the established deadline of the participating college, 2) inform the TE Liaison if they decline the scholarship or if they choose not to apply to any college previously indicated, 3) inform the TE Liaison of continuing enrollment each academic year, and 4) pay any participant fees as established by the respective programs. Contact the Benefits Manager for more information.

Section 7: Employee Services and Resources

7.1 University Services

Athletic Facilities

The University athletic facilities include a pool, tennis courts, a running/walking path, basketball courts, weight room and various aerobic exercise machines. Employees may use the athletic facilities free of charge with a valid employee ID outside of normal work hours. The families of employees may use the facilities during operating hours. Employees with children under the age of 13 must provide adult supervision when their children are using the athletic facilities. Employees are invited to attend all intercollegiate sporting events free of charge upon presenting a University I.D. Please visit the University's website for schedules and game times.

For more details please visit the page: <http://udallas.edu/offices/advancement/priorities/athletics.php>

Bookstore

The Bookstore is located on the main floor of the Haggar University Center. The Bookstore carries required textbooks, trade books, study aides, science and art supplies, University emblem gifts and clothing, general office supplies and sundries. Please contact Bookstore staff for information on placing special orders and department, faculty and staff discounts.

For more details please visit the page: <http://udallas.edu/studenthandbook/university-offices-departments/bookstore.php>

Cafeteria, Food Services and Catering

The cafeteria, managed by Aramark, is located on the main floor of the Haggar University Center and is open for breakfast, lunch and dinner Monday through Friday and for brunch and dinner on weekends. Employees may purchase lunch and dinner individually or on meal cards at discounted rates. For more information please visit the page: <http://www.udallas.edu/offices/diningservices/>

Campus Ministry

The Campus Ministry offices are located on the second floor of the Haggar University Center. The Campus Ministry team and the Church of the Incarnation have primary responsibility to serve the spiritual needs of the students, faculty, staff and alumni of the University and all others who choose the Church of the Incarnation as their spiritual home. As a Catholic faith community, the church stands in a position of openness and of hospitality to all those who wish to worship here.

For more details please visit the page: <http://udallas.edu/offices/campusministry/>

Cashier Services

The University Business Office provides free check cashing service to all faculty, staff and students during normal business hours. The limit for a personal check is \$200.00. The Business Office will not cash any payroll checks.

For more details please visit the page: udallas.edu/offices/businessoffice/

Club Sports

Employees may participate in club sports, including rugby football, sailing, football, and paint ball. Sport organizations will set up an information booth during the first week of each semester. At other times during the year, employees may call Student Life for contact information.

For more details please visit the page: <http://www.udallas.edu/offices/fitnesscenterandpool/>

Library

The University Library is available for use by all employees and their families. The University of Dallas employee identification card serves as a library card to check out books and other materials. The library staff is available to instruct employees in the use of the various computer catalog/resource search services and bibliographies for research projects or personal study.

For more details please visit the page: <http://udallas.edu/library/>

Printing and Postal Services

Printing and postal services are available for University employees and students in the lower level of the Haggard University Center. Services provided include: photocopying, sorting/collating, stapling, folding and hole-drilling, notary, custom offset printing, binding, passport photographs, campus mail and package delivery, Post Office boxes for students and departments as well as bulk mail services (Federal Express and UPS). Postage stamps and other postal supplies may be purchased there.

For more details please visit the page: <http://udallas.edu/offices/printing-postal/>

Theater

The University's Drama Department generally produces one main stage performance and several studio productions each semester. Tickets are always free to University students, faculty, and staff. The Box Office for each show opens two weeks prior to opening night of the show. Reservations are strongly recommended for main stage productions.

For more details please visit the page:
<http://udallas.edu/constantin/academics/programs/drama/univtheater.php>

University of Dallas Police Department

The University of Dallas Police Department is located on the first floor of the Haggard University Center. The University has police officers on duty 24/7. These officers provide physical security, fire protection and prevention, emergency first aid, and investigate and enforce violations of the Code of Student Conduct and criminal offenses on University property. Upon request, the officers are also able to serve as an escort for students, staff and faculty.

For more details please visit the page: <https://udallas.edu/offices/police/index.php>

7.2 Credit Union

Employees and students of the University of Dallas are eligible to join the Credit Union of Texas. Employees who wish to open checking and/or savings accounts should go to any credit union office and present their University of Dallas ID card and/or payroll stub to verify eligibility for membership. Employees may then open accounts, apply for loans and bank credit cards as with any other bank. The University will facilitate automatic deposits of paychecks and loan payments on behalf of employees to the Credit Union. Credit union automatic deposits and loan payment request forms are available in Human Resources.

7.3 Media Contact

In order to develop and maintain effective relationships with the media and to ensure that information presented both internally and externally is accurate and consistent, requests for information from the media or department requests for press releases should be directed to the Director of Communications in the Office of Advancement.

7.4 University Publications and Communications

In order to ensure that the University presents a consistent image to the public, requests for all publications and electronic communications should be directed to the Office of Advancement.

The Office of Advancement will assist all University departments in developing materials for use on the Internet or in recruitment, public relations, marketing, and other events where proper representation of the University is required. Requests for the development of such materials should be presented well in advance in order to ensure timely and cost-effective results.

The Office of Advancement will assist University departments in promoting and publicizing special programs, public lectures/events and recruitment efforts. Information regarding programs or special events should be presented well enough in advance of the event to permit promotional opportunities. Employees cannot use University letterhead for personal correspondence.

7.5 Computer Support

The Information Technology (IT) group supports the campus-wide use of technology by faculty, staff, and students. IT will install and support department hardware and software acquired with their approval. Support includes negotiation and supervision of equipment facilities contracts and software technical assistance. For help with any technology, please submit a "ticket" by emailing your request to support@udallas.edu. IT is located in Lower Gorman - rooms F & G.

The Purchasing Office will verify the approval of equipment and software acquisition by IT before processing purchase requisitions for PC's and related equipment.

Technical software support is provided for licensed copies of software. Departments are responsible for compliance with software copyright laws and licensing agreements. If departments have questions about the legitimacy of PC software currently used in their departments, the appropriate support group will help resolve the issue.

University personal computers are intended for use by employees only and for work-related projects and programming. The removal of any PC equipment from the office assigned is prohibited. The exception is, of course, notebook computers checked out by staff members for official University business.

7.6 Facility/Equipment Reservations

Departments may reserve University classrooms, reception areas, auditoriums, dining facilities and audio-visual equipment for University-sponsored activities, meetings or events.

The following departments may be contacted for different types of room reservations:

- Classrooms or auditoriums contact the Office of the Registrar
- Audio-visual equipment contact the Specialist, Audio-Visual Support at x5983
- Reception areas, conference rooms and facilities for the use of Summer Conferences, or dining areas contact the Conference & Event Scheduling Coordinator

- Indoor athletic facilities contact the Athletic Office

Set-up for special events or programs (tables, chair arrangements, podiums etc.) are handled through the Facilities Department and must be submitted well in advance of the event for scheduling.

Employees and students may rent University facilities for personal parties or special events by contacting the Conference & Event Scheduling Manager.

7.7 Purchasing

The Purchasing Office is responsible for identifying qualified vendors and placing orders for University supplies, equipment and services, including business travel. The Purchasing Office will assist departments in developing specifications and negotiating with suppliers either informally or through a formal bid process. When it is to the advantage of the University, annual contracts for supplies and services will be awarded on a University-wide basis. Departments may utilize existing contracts or recommend opportunities for contracting by contacting the Purchasing Office.

Departments may purchase non-contract items or services under \$200.00 using a Purchase Order number, obtained over the telephone from a Purchasing Department staff member. The Purchasing Department will order items or services over \$200.00, or items covered by a contract, and will coordinate terms of delivery and payment. For more information, please contact Purchasing at (972) 721-5163.