

*Loyola College in Maryland*

# STAFF AND ADMINISTRATORS POLICY MANUAL

LOYOLA  
COLLEGE IN MARYLAND



## LOYOLA COLLEGE IN MARYLAND

— 1852 —

Dear Colleague,

Welcome to the Loyola College community. Loyola College in Maryland is one of the most vibrant leading Catholic universities in the United States today. Our community of faculty, staff, administrators, students, and alumni are a diverse set of gifted individuals who collaborate with, and challenge each other. We encourage each other to realize Loyola's vision for the future and to live by our core values. You are strongly encouraged to join us in exploring and pursuing the numerous opportunities for service within the Loyola community and for your personal and professional development.

In 1993, the Loyola College Council adopted a "Statement of Vision and Values for the Loyola Working Community", which are reflected in the policies and practices presented in this manual. These policies and practices support our commitment to being "... a collegium wherein all of the members of the community treat each other as colleagues: their value recognized, their differences appreciated, their rights safeguarded, their responsibilities acknowledged and their opinions respected."

This ***Staff and Administrators Policy Manual*** provides information about the terms and conditions of your employment, your responsibilities as a member of the Loyola community, important policies and procedures, and general information about the services, benefits, programs, and facilities related to your employment. Please consult with your supervisor or with the Human Resources Office if you have questions about information in this manual or about matters related to your employment. A more extensive description of these policies is available at [www.loyola.edu/hr/policies](http://www.loyola.edu/hr/policies), and is updated as needed.

Congratulations on your assignment and best wishes for success in your new position and responsibilities.

Sincerely,

George Casey  
Assistant Vice President for Human Resources



LOYOLA COLLEGE IN MARYLAND

— 1852 —

**Acknowledgement of Receipt and Reading  
of the Administrative/Staff Manual**

I have received a copy of the Administrative/Staff Manual outlining my responsibilities as an employee and the responsibilities of the organization. I have read the information contained in this manual and understand that it will be my responsibility to read and refer to this document as necessary. If I have any questions, I should contact my immediate supervisor or the Human Resources Department. I understand that the manual is not an employment contract. I understand my employment and compensation can be terminated at the option of either myself or Loyola College at any time. I agree to comply with the guidelines, policies, and procedures of Loyola College in Maryland.

This manual is subject to change without notice. It is understood that changes in procedures will supersede or eliminate those found in this book and I will be notified of such changes through normal communication channels.

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Employee Signature

Date

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Supervisor Signature

Date

cc: Employee personnel file

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## **i. Employment “At Will”**

The policies and practices presented in this manual apply to all administrators and staff of Loyola College in Maryland, unless stated otherwise, and reflect College policy revisions as of January 1, 2006. **THIS MANUAL IS PROVIDED AS A GUIDE AND IS NOT TO BE CONSIDERED A CONTRACT, EXPRESSED OR IMPLIED.**

The College reserves the right to make changes to the policies, procedures, and other statements made in this manual. Federal and State law and the College’s dynamic needs may require that portions of the manual be rewritten. This manual supersedes any previous manual, and the contents may be changed by the College unilaterally at any time.

This manual does not guarantee employment for any employee for any period of time. Loyola College is an “at-will” employer, which means that employees have the right to resign their positions at any time and the College may terminate the employment relationship at any time for any lawful reason. In few circumstances, contract employment agreements may be the exception to this at-will status.

## **ii. About Loyola College**

Loyola College in Maryland is a Catholic comprehensive university, in the tradition of the Society of Jesus and the Institute of the Sisters of Mercy of the Americas, dedicated to the ideals of liberal education and the tradition of *cura personalis*, “developing the whole person” and challenging students to lead and serve in a diverse and changing world.

The College’s community of faculty, staff and administration include religious and lay women and men, who represent a variety of religious, racial and cultural groups. While our creeds and beliefs sometimes differ, we are all collaborators in an important endeavor, striving together to realize the Ignatian vision of education at Loyola College, preparing men and women to serve others. Individually and collectively, we are called to serve others with the care and concern for the whole person that is at the heart of Jesuit education. In so doing, we will make Loyola College an institution worthy of our efforts and deserving of our pride.

Loyola College aspires to be a *collegium* wherein all of the members of the community treat each other as colleagues: their value recognized, their differences appreciated, their rights safeguarded, their responsibilities acknowledged and their opinions respected.

Collegiality is one of the privileges of an academic community, which confers responsibilities. Colleagues are considerate of one another’s efforts and committed to the mission and goals of the institution. They support the enterprise by performing their work effectively, with courtesy and integrity, and by conducting themselves as responsible and cooperative members of the College and community. Colleagues recognize and respect that valid differences of opinions and interests will arise in any community. Yet they are pledged to address differences and resolve conflicts reasonably, rationally, and constructively.

In fulfilling their responsibilities, all faculty, staff and administrators are expected to:

- *understand that change is necessary to keep Loyola vibrant and be willing to think and act creatively to assure continuous change for the better;*
- *maintain relationships with their supervisors and colleagues which are open, collaborative and characterized by mutual trust, respect and care;*
- *coordinate and cooperate with others who need to be involved or who are affected by their decisions and actions;*
- *work to understand, interpret and apply College policies, programs and procedures accurately and constructively and in an ethical manner;*
- *if they have supervisory responsibilities, create and maintain a working environment which encourages commitment, respect for differences and personal and professional development.*

In meeting these responsibilities, each member of the faculty, staff and administration helps to create a working community in which all may enjoy:

- *adequate and equitable pay and benefits consistent with Loyola's stature, its marketplace goals and its resources;*
- *opportunities and encouragement for personal and professional development that enable the individual to contribute successfully to the realization of the institution's mission and goals;*
- *a safe, supportive environment with the tools, resources and training needed to be highly productive and effective;*
- *competent supervision and guidance which communicates clearly about responsibilities and performance expectations and which provides constructive and supportive counsel about performance including recognition for work well done;*
- *active participation in the life of the College by contributing to decision making processes, and by sharing in the social and ceremonial life of the College community.*

#### **ii.a Mission**

Loyola College in Maryland is a Jesuit Catholic university committed to the educational and spiritual traditions of the Society of Jesus and to the ideals of liberal education and the development of the whole person. Accordingly, the College will inspire students to learn, lead and serve in a diverse and changing world.

#### **ii.b Vision**

The education of men and women of compassion and competence, imbued with the desire to seek in all things the greater glory of God, represents the enduring aspiration of Loyola College in Maryland. That idea, put forth by St. Ignatius of Loyola, founder of the Society of Jesus and namesake of this university, continues to guide Loyola as it strives to lead students, faculty, alumni and friends forward to the promise of an examined life of intellectual, social and spiritual discernment.

In pursuing these goals, Loyola asserts a bold ambition: that the College will be among the top Catholic universities in the United States. The standards by which we measure that achievement are: the enrollment of outstanding students; the creation of a diverse and supportive community; the cultivation of a rigorous intellectual climate; the scholarly achievements of the faculty; the recognition of peers; the intellectual and professional attainments and generosity of spirit of the alumni.

Loyola will do so by providing undergraduate students with a liberal education that transforms them, that ensures they place the highest value on the intellectual life, and that instills in them an understanding that leadership and service to the world are intimately connected. Likewise, Loyola will be a recognized leader in graduate education, offering programs which are responsive to the needs of the professional and academic communities it serves, inspiring its graduate students to leadership, and inculcating in them the knowledge that service to the larger world is a defining measure of their professional responsibilities fully understood.

In all of this, Loyola College will remain ever mindful of the Jesuit precept that the aim of all education ultimately is the ennoblement of the human spirit.

### ii.c Core Values

Beginning with their founder, St. Ignatius Loyola, Jesuits have had a distinctive way of looking at life. Their characteristic Ignatian worldview has permeated their educational and spiritual apostolates, and has been shared with hundreds of thousands of women and men formed by Jesuit teaching and pastoral care. This Ignatian worldview includes the following characteristic notes or emphases:

1. openness and enthusiasm toward the whole of God's richly diverse creation and for the human person as its crowning glory;
2. hopefulness and pragmatism in seeking graced solutions to life's challenges through creative use of all available gifts and resources, tempered by realism and compassion about the reality of human weakness;
3. sustained critical attention to motivations and choices based on the conviction that individuals, through the exercise of their freedom, exert a real influence on their world and one another for good or for evil; and
4. commitment to a life of growing integrity and increasing service to God and others after the Gospel model of Jesus Christ.

As a Jesuit, Catholic university with a 150-year history, Loyola College adopts and adapts these characteristic emphases of the Ignatian heritage and reflects them in its life and work. Loyola's Jesuit tradition was complemented and enriched by the tradition of the Mercy Sisters when the College joined with Mount Saint Agnes College in 1971; and Loyola continues to remember and to recognize with gratitude the gifts, that it received as a result of that joining, as will be seen in the text below. One of the particular ways in which Loyola preserves its religious heritage while recognizing and incorporating the necessary openness to pluralism which is characteristic of American higher education today is by encouraging all of its constituents to cultivate and to live by certain core values.

During the strategic planning process, groups representing the various constituencies of the College community met to identify and articulate what these core values are at Loyola today. Their deliberations resulted in the following list, the order of which in no way reflects a ranking in order of importance; indeed, while the values listed are discrete, they are also strongly connected and interrelated. There was, however, a fairly broad consensus that the values most typically associated with Jesuit education in the public mind over the centuries and still today, are its **commitment to academic excellence** and its **focus on educating the whole person**. There was also a widely shared sense that these two values, along with all the others which follow, are bound together by the characteristic Jesuit striving after the "greater good," the "better thing," or *Magis*.

The paragraphs in italics offer a historical context, which explains the distinctive Jesuit origins and character of each value (some which are certainly shared by non-Jesuit institutions of higher learning, and all of which are shared by non-Jesuits, non-Catholics, and non-Christians working at Loyola and other Jesuit institutions). These paragraphs thus remind Loyola that it is part of a greater reality, which stretches across national boundaries, cultures, and several centuries. The non-italicized paragraphs summarize the consensus of the year-long discussions by more than 400 members of the Loyola College community. They, in turn, express the ideals toward which the College strives in understanding and practicing each of these values in its life today.

## ***Academic Excellence***

*The Jesuit motto Ad majorem Dei gloriam means “for the greater glory of God”; and nowhere has the pursuit of “greater” heights of human achievement been better or more consistently exemplified in the Jesuit educational tradition than in the pursuit of academic excellence. The preeminence and consistency of this value in Jesuit schools no doubt explain why academic excellence is the hallmark most often associated with a “Jesuit education” in the minds of the world at large.*

At Loyola, the pursuit of academic excellence includes promoting a love for learning, discovery, and integration across a wide range of disciplines and interests. The ideal of integration, in particular, represents one expression of Loyola’s Catholic character; the College seeks that “higher synthesis of knowledge, in which alone lies the possibility of satisfying that thirst for truth which is profoundly inscribed on the heart of the human person.”<sup>1</sup> The College also situates itself within the Jesuit tradition of openness to a wide range of ideas by fostering and protecting academic freedom. Loyola seeks to inculcate habits of thinking which are both critical and creative. It seeks to provide state-of-the-art facilities and to employ methodologies which foster active personal engagement as well as collaboration. The College strives in various ways to foster, recognize, and reward high standards of professionalism and excellence in learning, teaching, and scholarship. It also seeks to promote high levels of expectation and accountability across its constituencies, which naturally includes a commitment to academic honesty as expressed in its honor code and attendant policies. As Jesuit schools have traditionally done, Loyola pursues academic excellence by preserving the intellectual heritage of the past while at the same time boldly advancing to embrace the future. This value thus contributes to a sense of Loyola’s mission and identity as Catholic insofar as the College “assists in the protection and advancement of human dignity and of a cultural heritage”<sup>2</sup> of humanism broadly construed. Loyola also joins itself to a long and venerable Jesuit tradition of encouraging education which is unapologetically open to faith and values, and which strives to integrate intellect with faith and with action for justice. Here again, Loyola embodies its Catholic heritage, which encourages it “to promote dialogue between faith and reason, so that it can be seen more profoundly how faith and reason bear harmonious witness to the unity of all truth.”<sup>3</sup> Lastly, Loyola seeks to instill a love for learning in its constituent members, which will create in them lifelong habits of ongoing learning and growth. In all this, Loyola seeks to enhance a growing sense of school pride within the institution, as well as a growing reputation for excellence outside it.

## ***Focus on the Whole Person***

*In the Jesuit tradition, human beings are understood to be spiritual at their deepest level. This conception of human nature traces its roots to the biblical account of creation, which portrays human beings as created “in God’s image and likeness.” Jesuits, who take their name and identity from Jesus, see the human condition as further ennobled by that union of divinity and humanity, which they believe to have taken place in the life and person of Jesus Christ. These beliefs, as well as their historical roots in the Christian humanism of the Renaissance, help to explain why Jesuits have long sought to reverence, celebrate, and care for all that is best about human beings and their existence. As a result, Jesuit institutions have been noted for respecting and responding to the unique needs of individual persons, as well as for helping them to identify and develop the full range and variety of their particular gifts and talents, especially with an eye toward service and leadership.*

Loyola manifests its effort to honor, care for, and educate the whole person by encouraging its constituents to strive after intellectual, physical, psychological, social, and spiritual health and well-being. It does this in its curricula by emphasizing the formative potential of the study of the liberal arts. Loyola also seeks to encourage holistic growth outside the academic context by providing members of its community with a wide variety of resources and opportunities, and by encouraging them to appreciate the value and importance of well-integrated, restorative leisure. For instance, Loyola's commitment to the classical ideal of "a sound mind in a sound body" is reflected in its state-of-the-art Fitness and Aquatic Center and the variety of programs and opportunities which that facility offers to members of the College's extended family. The College also seeks to provide varied and innovative cultural and recreational programming which fosters community and which engages and develops minds outside the classroom context. Loyola offers a variety of retreat opportunities, as well as ecumenical and interfaith opportunities for prayer and meditation, to foster growth of the spirit within its members. Lastly, through its policies and procedures, Loyola seeks to call forth the best in its constituents, and to challenge them when they neglect or endanger their own well-being or that of others.

### ***Integrity and Honesty***

*In the Jesuit tradition, living truthfully and integrally is one important way of imitating Jesus Christ, who Jesuits regard as "the Way, the Truth, and the Life." Beyond that, however, insistence on integrity and honesty has been seen in Jesuit education as a vital element in caring for and educating the whole person; these virtues are regarded as essential both for full realization of individual potential and for promotion of trust and harmony between persons.*

At Loyola, the commitment to integrity and honesty is manifested in an atmosphere of open, civil discourse and careful, respectful listening where freedom of thought and expression are valued and protected. The College also supports honesty and integrity by striving in various ways to foster respect for oneself and one's own work, as well as respect for others and for their work and their basic human rights. The Honor Code and the Honor Council are two specific means used by Loyola to educate students about and to encourage the practice of academic and intellectual honesty. The Code and the Council serve to support the College's presuppositions that "students who are truthful on all academic matters and who submit academic work that is the product of their own minds demonstrate respect for themselves and the community in which they study, as well as a commitment to Jesuit education."<sup>4</sup> Loyola also hopes to instill in all members of its extended family a sense of balance, perspective, and personal satisfaction in trying hard and doing their best. Indeed, Loyola expects all of its constituent members to embrace, abide by, and help to enforce personal and professional standards of ethics – which represents one of many reasons for including the teaching and learning of ethics in the College's curricula. Loyola also strives to foster habits, standards, and structures of accountability, which are consistently and fairly applied. All of the preceding helps to define the mindset, which undergirds and comes to expression in Loyola's honor code, its personnel policies, and its other ways of proceeding.

## **Diversity**

*Ignatius Loyola and his Jesuits have seen the world, in the phrase of the great Jesuit poet, Gerard Manley Hopkins, as “charged with the grandeur of God.” This means that they regard the rich diversity of life and creation to be inherently good – even holy – insofar as that diversity shows forth countless reflections of the Creator’s own inexhaustibly rich nature. Ignatius also conceived of his Jesuits from their inception as a global order at the service of the worldwide Church; and the Jesuit educational tradition, as a humanistic ideal conceived in the “age of exploration,” has from the outset regarded greater breadth of knowledge and a more comprehensively global perspective as hallmarks of heightened excellence. Indeed, throughout their history, Jesuits have been noted for their openness to and close observation of cultures other their own, as well as for their efforts at mutually enriching intercultural dialogue. Many have distinguished themselves, for instance, by the careful study of indigenous languages in their adopted countries and cultures. Hence, it seems unsurprising that Jesuit schools have traditionally fostered openness toward and special interest in peoples, experiences, and ideas that are new, different, and diverse. The Jesuit educational tradition has sought to celebrate differences, while at the same time seeking out and highlighting fundamental human qualities, which are shared across diverse cultures. Beyond its Jesuit heritage, Loyola has its own tradition and history of religious diversity. When the College was founded in 1852, one of its seven original students was non-Christian; and perhaps as a consequence, chapel attendance was never mandatory at Loyola. The current and ongoing commitment of the Jesuits to such diversity is expressed in the documents of their most recent General Congregation: “The signs of the times give stark proof of the fact that a faith doing justice must necessarily lead to ecumenical and interreligious dialogue and cooperation.”<sup>5</sup>*

Seeking to increase its own diverse nature, Loyola encourages openness to new discoveries, ideas, methods, and perspectives, and it actively encourages and celebrates diversity in all forms. This includes promoting “awareness of and sensitivity toward differences of race, gender, ethnicity, national origin, culture, sexual orientation, religion, age, and disabilities” as articulated in the College’s current undergraduate and graduate catalogs.<sup>6</sup> Indeed, Loyola sees diversity as an inherent source of richness and a necessary opportunity for learning and growth. In this, it accepts the contemporary challenge of the Catholic Church that universities “must become more attentive to the cultures of the world of today, and to the various cultural traditions existing within the Church in a way that will promote a continuous and profitable dialogue between the Gospel and modern society.”<sup>7</sup> Loyola also seeks to encourage all of its constituents to respect, value, and welcome “inherent value and dignity of each person”<sup>8</sup> as a gifted contributor to the community as a whole. The College is of course committed to challenging and repudiating prejudice in all its forms, and to encouraging global and international awareness, both within and outside its curricula.

## **Community**

*Ignatius Loyola and his first Jesuit companions – in keeping with the values of Jesus who came “that all might be one” (John 17:21), and who urged his followers to love their neighbors as themselves – decided early on to bind themselves together as a community of “friends in the Lord” founded on shared faith, values, and mission. In so doing, they complemented their reverence for individual persons with a conviction that humans are social by nature – i.e., created for relationship – and that love is “a more excellent way” (I Corinthians 12:31). Having united themselves to one another, the early Jesuits then sought to include*

*others in their faith vision and to “help souls” by whatever means came to hand. Imitating their example, Jesuit institutions historically have made community a high priority.*

As a Jesuit institution committed to the value of community, Loyola strives to define its goals and values clearly so as to ensure unity of purpose and to encourage shared ownership for the College’s mission and vision. Loyola also seeks to foster a spirit of trust, hopefulness, collegiality, and dialogue by providing members of its community with structures that encourage open sharing of ideas and values, and which encourage collaboration within and across institutional divisions and constituencies. The College joins here with other Catholic institutions of learning in encouraging community “animated by a spirit of freedom and charity... [and] characterized by mutual respect, sincere dialogue, and protection of the rights of individuals.”<sup>9</sup> In its ongoing commitment to hospitality and conviviality, which it expresses in many and various ways, Loyola recognizes a particular contribution of its Mercy heritage, which is the legacy of Mount Saint Agnes College. Lastly, the College reminds its members of the practical wisdom of St. Ignatius, who encouraged people to give each other the benefit of the doubt – i.e., to be generous in spirit, and more ready to put a good interpretation than a negative one on each other’s words, actions, and intentions.<sup>10</sup>

### ***Justice***

*Jesuits who practice openness to and appreciation for the rich diversity of God’s creation are also concerned for its proper ordering and responsible use. In the “First Principle and Foundation” of his Spiritual Exercises, St. Ignatius presents the attainment of this sense of order and responsible use of creation – of wholeness, holiness, and the right ordering of relationships according to God’s primordial plan – as the primary purpose for human existence.<sup>11</sup> This sense of wholeness, holiness, and right relationships is also what the bible means by the term “justice.” Belief in the importance of this practical, guiding value has thus naturally predisposed educators in the Jesuit tradition to a committed pursuit of justice as an inseparable correlate to an authentic life of faith. The pursuit of justice continues to inform and shape both the educational mission and daily dealings of life in Jesuit institutions, including colleges and universities. As recently as October 2000, Jesuit General Peter-Hans Kolvenbach stated: “As Jesuit higher education, we embrace new ways of learning and being formed in the pursuit of adult solidarity; new methods of researching and teaching in an academic community of dialogue; and a new university way of practicing faith-justice in society.”<sup>12</sup>*

Loyola’s commitment to justice begins at home with creation of an environment where each individual is valued and attended to, can live safely, and can express him or herself honestly. The College seeks to be sensitive to and supportive of individuals in their particular needs situations, and it also seeks by all available means – including fair and competitive wages and equitable application of policies and procedures – to provide for all its members a lived experience of consistency and fair play. Educationally, Loyola strives to foster global awareness, as well as a sense of solidarity with and care for all who struggle for justice. In particular, the College strives to foster awareness and understanding of first-world privilege, and of its attendant responsibilities for leadership and for advocacy of social and structural change. In advocating both actual and spiritual solidarity with and direct service of the materially poor, Loyola expresses a characteristic note of the spiritual heritage of Catherine McAuley and her Mercy Sisters, which came with the joining of Loyola to Mount Saint Agnes College. Loyola also seeks to infuse its curricula and its day-to-day practices with justice-related

themes and issues such as critical examination of unjust social, economic, and political structures, awareness of how personal and national choices contribute to the conditions of society, conservation of the global environment, and minimization of needless consumption.

### **Service**

*Jesuits were the first religious order in the Church to liberate themselves completely from the constraints of the cloister in favor of full engagement with and activity “in the world.” (It is interesting to note in this connection that the Religious Sisters of Mercy, whose tradition of service lives on at Loyola as a result of its joining with Mount Saint Agnes College in 1971, were the first order of religious women to establish similar freedom from the cloister.) The new and somewhat radical founding vision of Ignatius Loyola foresaw from the outset that his Jesuit companions should be “men on the move” – “contemplatives in action” whose lives were completely devoted to “reading the signs of the times” and responding creatively and concretely to the pressing needs of their world. In the Jesuit educational tradition, this “apostolic” or action-oriented focus has translated into a tradition of forming “men and women for others”<sup>13</sup> who are committed to generous service which aims to create a more just world for all men and women. This “institutional commitment to the service of the people of God and of the human family in their pilgrimage to the transcendent goal which gives meaning to life”<sup>14</sup> also marks Loyola as a Catholic institution of higher learning.*

In keeping with this Jesuit tradition of commitment to service, Loyola offers to all of its constituent members a rich variety of opportunities for solidarity and service both within and outside the institution. These service opportunities extend Loyola’s helping hand throughout the greater Baltimore area, as well as to the wider national and international communities. The College also seeks to encourage habits of caring, engagement, and civic responsibility by incorporating its own particular approach to service learning into its curricula, by reflecting a service orientation in its research interests, and by emphasizing and encouraging the connection between excellence, leadership, service, and development for the professions.

### **Leadership**

*Very early on, Jesuits were recognized as innovators and leaders in educational methods, in approaches to foreign mission work, and in the giving of retreats and spiritual direction. Indeed, leadership would seem to flow naturally from a number of the other defining Jesuit values already enumerated here: openness and curiosity about all things new and different, commitment to the alleviation of human injustice and suffering, conviction that individuals can and should make a difference to their fellows, and commitment to bringing the best intellectual resources to bear on creative responses to problems and challenges. It was natural enough, therefore, that Jesuit educational institutions from their earliest beginnings should become renowned for training leaders who would go on to render effective service to their various human communities.*

The Jesuit commitment to the particular form of service which is leadership continues to the present day. Loyola's commitment to this value includes identifying, developing, encouraging, and rewarding the exercise of gifts of leadership in all of its constituent members in all areas of their lives. The College likewise encourages in all of its members the regular practice of both leadership and "follower ship." In other words, it encourages its diverse constituents to think and act both as teachers and learners who lead by lived example, modeling the College's mission and values and contributing to the common good. Loyola hopes by all these means to continue forming alumni and alumnae – as well as other members within its extended family – who can serve as leaders and exemplars in the College, in their communities, and in society at large.

### ***Discernment***

*At the heart of Ignatian spirituality is the practice of discernment – an art which St. Ignatius learned through sustained careful attention to and reflection on his own experience. Discernment is based on several presuppositions, including: 1) humans have freedom, and their choices have consequences; 2) some choices are better – and freer – than others; 3) human choices are not only between good and evil, but are often between lesser goods and greater goods; 4) it is possible through attending to motivations, feelings, and patterns of decision-making to improve the freedom, goodness, and authenticity of one's choices. The early Jesuits also discovered the art of "communal discernment," whereby they were able to make corporate choices for their future as an apostolic body through shared deliberations. For Ignatius and his Jesuits, discernment involved prayer and the enlightenment of grace; they sometimes referred to their own practice of ongoing discernment as "seeking God's will for their lives." As they trained others in the practice of discernment, however, the art became practical as well as spiritual. Thus, Jesuit institutions have been known over the centuries for teaching people – regardless of their individual faith convictions – to think critically, to inform their consciences, and to cultivate habits of ongoing reflection and self-evaluation.*

Loyola's commitment to carry on the tradition of discernment includes encouraging the practice of regular reflection and self-examination which foster awareness of personal freedom (or lack thereof), a sense of personal responsibility for choices and actions, and a balance between enlightened self-interest and promotion of the common ("greater") good. The College encourages this habit of reflection and self-examination by introducing its constituents to the Jesuit practice of the *examen* (a daily self-review) in a variety of venues – e.g., through its Alpha courses, and through various projects of the Jesuit-Lay Committee. Loyola likewise encourages critical thinking and reflection by including the study of ethics in its curricula, and by offering seminars and employing pedagogies (such as debate), which foster both the expression and critical refinement of opinions. Loyola seeks in general to foster open expression and careful consideration of a wide range of viewpoints and positions, cultivating in its constituents an awareness that argument or difference of opinion can be accommodated without compromising mutual respect. In service of this core value of discernment, the College continues to recruit qualified Jesuit faculty and administrators who can share their particular expertise in discernment within the Ignatian tradition; but Loyola also offers to all of its constituents a variety of supports, resources, and opportunities – including Ignatian retreats – to enhance their efforts at making freer and more well-informed choices.

## ***Constant Challenge to Improve***

*As noted at the outset, “for the greater glory of God” is one expression of the Jesuit ideal of the magis – that is, commitment to the “greater good” or the “better way.” For Jesuits themselves, of course, this “better way” is the model of charity and self-sacrifice, which they seek to emulate in the person of Jesus Christ. Within Jesuit institutions, however, this ideal – which presumes and builds upon the practice of discernment – has played itself out in a broad-based commitment to ongoing evaluation and improvement at both the personal and structural levels. The ideal of the magis under girds a certain restless pursuit of excellence across the board – a refusal to be satisfied with mediocrity, or to become easily contented with the status quo.*

Loyola challenges itself and its constituents to strive for improvement on an ongoing basis by holding out an ideal of personal wholeness and integration as the ultimate horizon of growth while simultaneously recognizing that development and growth require time and sustained effort. The College seeks to encourage its constituent members to think creatively and to challenge the *status quo* when appropriate. Loyola also seeks to foster habits of learning, inquiry, and personal and corporate self-examination, which will encourage ongoing growth and change in its members, even after they leave the College community. Lastly, Loyola seeks to recognize and reward the pursuit and achievement of excellence, and to continue attracting high-quality students, faculty, administrators, and staff from a wide variety of backgrounds and religious traditions who will embrace, own, and promote the Ignatian core values which have been elucidated in this document.

<sup>1</sup> John Paul II, *Apostolic Constitution on Catholic Universities (Ex Corde Ecclesiae)*, 1990, par. 16. This document articulates Pope John Paul II's understanding and expectations regarding Catholic higher education.

<sup>2</sup> *Ibid.*, par. 12.

<sup>3</sup> *Ibid.*, par. 17.

<sup>4</sup> “Honor Code Statement,” *Loyola College Undergraduate Catalog 2001-2002*.

<sup>5</sup> Society of Jesus, General Congregation 34, *Decree 12: Ecumenism*, 1995, par. 1.

<sup>6</sup> “Diversity Statement,” *Loyola College Undergraduate Catalog (and Loyola College Graduate Catalog) 2001-2002*.

<sup>7</sup> *Apostolic Constitution*, par 45.

<sup>8</sup> “Diversity Statement.”

<sup>9</sup> *Apostolic Constitution*, par. 21.

<sup>10</sup> Ignatius Loyola, *Spiritual Exercises*, trans. Elder Mullan (New York: P.J. Kenedy, 1914), par. 22.

<sup>11</sup> *Ibid.*, par. 23.

<sup>12</sup> Rev. Peter-Hans Kolvenbach, S.J., *The Service of Faith and the Promotion of Justice in American Jesuit Higher Education* (address given at Santa Clara University, Santa Clara, CA on October 6, 2000)

<sup>13</sup> *Ibid.*

<sup>14</sup> *Apostolic Constitution*, par. 13

*Endorsed by the Loyola Conference on February 19, 2002.*

### **iii. The History of Loyola College in Maryland**

Founded in 1852 by Father John Early and eight other Jesuits, Loyola College in Maryland was the first college in the United States to bear the name of St. Ignatius Loyola and is the ninth oldest among the nation's 28 Jesuit colleges and universities. The College's first "campus" was a modest house on Holliday Street in downtown Baltimore. In 1855, Loyola relocated to a larger facility in the City's historic Mount Vernon neighborhood.

The College moved to its present Evergreen campus in north Baltimore in 1922. Evening classes commenced in 1942, and seven years later a graduate division in Education was established. The graduate degree program in Business Management was added in 1968, followed by graduate programs in Speech Pathology in 1971, and Finance in 1973. Today, the College's list of graduate programs has grown to include 12 masters' and two doctoral programs.

Loyola became a coeducational institution in 1971 when it joined with nearby Mount Saint Agnes College. That same year, the College's Board of Trustees elected its first layman Chair. A decade later, Loyola established a separate business school—The Reverend Joseph A. Sellinger, S.J., School of Business and Management—to meet the demands of its growing undergraduate and graduate business programs. The 1994 approval for a chapter of Phi Beta Kappa—an honor for the Arts and Sciences faculty held by only 254 other institutions—complemented the 1988 accreditation of the Sellinger School by the American Assembly of Collegiate Schools of Business.

Today, Loyola grants bachelors', masters' and doctoral degrees, with educational programs emphasizing the exercise of reason, intellectual curiosity and the power of communication. Under the leadership of Father Brian Linnane, S.J., as President Loyola educates 3,400 undergraduate students—representing 41 states and several foreign countries—and more than 2,600 graduate students.



*Section I.*

# EMPLOYMENT POLICIES AND PROCEDURES



## **I. Employment Policies and Procedures**

It is the policy of the College to be fair and impartial in all of its dealings with employees and to recognize the dignity and worth of the individual. Further, the College maintains an environment that encourages full utilization and adequate reward for the individual employee's effort, achievement, and cooperation. Every employee is given an equal opportunity to advance within the College. Candidates for employment and promotion are selected on the basis of experience, education, ability, training and other job-related factors. The Human Resources Department is responsible for monitoring and guiding the employment process for all staff and administrative positions. Administrators and designated search officials, employment and promotion decision-makers are responsible for compliance with the College's search and recruitment guidelines. The Human Resources Department assists managers and chairs of search committees with the search and hiring process, and provides consultation to employees and managers in the interpretation and application of College hiring policies, procedures, and practices. All recruiting activities for all non-faculty positions should be cleared through the Recruitment and Employment Office.

### **1.1 Equal Employment Opportunity**

Loyola College does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, disability, marital status, or sexual orientation, in the administration of any of its educational programs and activities or with respect to admission or employment. All applicants for employment with the College are treated courteously and given fair and equitable consideration for employment in accordance with applicable federal and state laws. George Casey, Assistant Vice President for Human Resources, is the Designated Compliance Officer for Civil Rights Act of 1964 Title VII and Title IX of the Education Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) as amended (P.L. 93-516). He may be reached at 410-617-2354.

### **1.2 Reasonable Job Accommodations**

The College is committed to providing an inclusive workplace and meeting the requirements of the Americans with Disabilities Act (ADA), and all applicable federal, state and local laws that prohibit discrimination against persons with a disability or that promote equal access and equal opportunity. A qualified individual with a disability may request reasonable accommodation by contacting the Human Resources Department. Information about an employee's disability will be kept confidential to the extent allowed by law and necessary for coordinating reasonable accommodations.

### **1.3 Diversity Statement**

Loyola College values the benefits of diversity and is committed to creating a community which recognizes the inherent value and dignity of each person. The College actively promotes an awareness of and sensitivity toward differences of race, gender, ethnicity, national origin, culture, sexual orientation, religion, age, and disabilities among students, faculty, administrators, and staff.

#### **1.4 Freedom of Speech and Expression**

The College is committed to standards promoting speech and self-expression that foster an open exchange of ideas and opinions. The College encourages a balanced approach in all communications and the inclusion of contrary points of view. As is true with the society at large, the right of free speech and expression is subject to reasonable restrictions of time, place, and manner, and does not include unlawful activity. In all events, the use of the College forum shall not imply acceptance or endorsement by the College of the views expressed.

#### **1.5 Requests for New Employees**

A Position Announcement Authorization form must be initiated by the hiring manager in order to recruit for a vacant position. The form must be routed to the department head, the divisional vice president, and to the President for approval and signature before the Human Resources Department can advertise a position. The form and instructions for completing the form are available on the Human Resources electronic employment site at <http://careers.loyola.edu/hr>.

#### **1.6 Job Listings**

##### **1.6.1 Internal Job Listings**

The College posts regular full-time and part-time openings in the *Loyola Newshound* and online through the Human Resources Department website at <http://www.loyola.edu/careers>. Position openings and instructions for application are also recorded on the Human Resources Department JobLine (410-617-5037). These position postings inform employees of openings and opportunities for advancement or transfer. Staff and administrative positions are posted until the positions are filled. Inquiries about posted positions are strongly encouraged from qualified internal candidates, and interested parties should contact the Human Resources Department for further information and consideration. All internal inquiries are treated confidentially. College employees are also encouraged to refer external applicants for appropriate job openings.

##### **1.6.2 External Job Listings**

When appropriate, certain positions are advertised in newspapers, professional journals, and/or on-line recruiting sources. Text for advertisements to fill vacant positions must be recorded electronically on the Position Announcement form, which is submitted to the Human Resources Department for approval. The advertisements are then submitted by the Human Resources Department to the agreed upon recruitment sources to ensure consistency and diversity of the qualified applicant pool. All costs for specialized advertising are the responsibility of the Human Resources Department, which reserves the right to determine frequency of placement of advertisements based on available resources.

#### **1.7 Recruitment of Personnel**

The Human Resources Department assists hiring managers and chairpersons of search committees with the search and hiring process, and provides consultation to employees and managers in the interpretation and application of College hiring policies, procedures, and practices. All recruiting activities for all non-faculty positions should be cleared through the Office for Recruitment and Employment (extension 2354). If an applicant makes an initial contact with a department, the applicant should be directed to the Human Resources Department. Any internal or external candidate not meeting the minimum qualifications will not be given an interview. Regardless of the availability of a position, employment offers are not to be made until all employment procedures have been followed. A guide to employment searches is available for reference on the Human Resources website <http://www.loyola.edu/hr>.

### **1.8 Screening of Applications and Hiring**

Applications for staff and administrative openings are screened by the hiring department first. Upon the hiring manager's request the Human Resources Department determines which applicants meet the stated minimum qualifications for the position. Following the initial screening of applications, the applicants who are the most qualified are contacted for an interview with the appropriate departmental administrator or supervisor. The hiring manager and others who may be involved evaluate all interviewed applicants and select the best qualified individual to fill the vacant position. The hiring department prepares an Employee Recommendation form for the selected candidate and routes it to the department head, the divisional vice president, and the President to obtain approval and signature. The form and the instructions for completing the form are available on the Human Resources electronic employment site at <http://careers.loyola.edu/hr>.

### **1.9 Filling Vacancies without a Job Search**

Hiring managers may request a waiver of the stated job search process. Before taking any action to initiate a job search waiver, the hiring supervisor and the Director of Recruitment and Employment evaluate the internal mobility and equal opportunity implications of the waiver action. A waiver of a job search is considered if (1) the preferred candidate meets the qualifications specified in the job description and (2) at least one of the following criteria apply:

- Internal selection: A regular full-time or part-time employee of the department is deemed qualified to fill the vacancy. "Department" is defined as a group of employees with the same immediate supervisor. The decision to support an internal-only selection would be based on an assessment that equal opportunity initiatives would not be compromised by doing so.
- Return to work: An employee pending layoff, on layoff, or an employee returning from disability leave is qualified to fill the vacancy.
- Current/previous search: The nominated candidate is part of a current or previous applicant pool (within the past 60 days) resulting from a regular position with the same job title, minimum requirements, and pay grade.
- Special appointment: Any current employee or external applicant may be appointed to an open position by the College President.

To initiate a waiver, the hiring supervisors must discuss the rationale for the request with the Director of Recruitment and Employment. The appropriate vice president/President must approve of the request. After a decision is made, the requesting supervisor will be notified.

### **1.10 Employment Application**

All applicants are required to complete an online application and upload references and a resume in order to be considered for an open position. Position openings and online applications can be accessed at <http://www.loyola.edu/careers>. Employment applications, references and resumes are important because they can be used to:

- Verify employment history including past salary levels,
- Provide authorization to check references, and
- Obtain information on the candidate that may not have been covered during the interview.

## **1.11 Background Checks**

Hiring the most qualified individuals contributes to the overall strategic success of Loyola College. Background checks serve as an important part of the selection process. It is the policy of Loyola College to conduct reference checks on every final employment candidate, regardless of the position for which they are applying. This process is conducted to verify the accuracy of the information provided by the applicant and to evaluate the applicant's suitability for the position. Examples include checks of past employment, education, job-related accomplishments, etc. Additional background checks (e.g., credit history, criminal background, driving record) are required for positions where there is a nexus, or a direct need for greater security or safety. Loyola College complies with applicable laws including the federal Fair Credit Reporting Act (FCRA). The Act requires the College to disclose to the employee or applicant that it intends to obtain a consumer report from a third party agency for employment purposes; obtain written authorization from the employee or applicant to obtain such a report; and, if an adverse action is taken as a result of information contained in a consumer report, provide the applicant with both a copy of the report and a written description of the employee or applicant's rights under the FCRA.

### **1.11.1 Falsifying Application and Reporting Convictions**

False application responses, false documentation, or failure to disclose criminal convictions are grounds for termination of employment or disqualification from employment. Applicants for employment, or individuals who have begun employment, who are convicted of a criminal violation after they have applied should contact the Human Resources Department within five days of the conviction. Failure to report a conviction is grounds for discipline up to and including termination of employment or non-selection of an applicant. Supervisor should notify the Human Resources Department immediately upon being informed by employee of a conviction.

## **1.12 Selection**

The College is committed to filling all vacancies with the best qualified persons available. To be considered for a position, an applicant must first meet the minimum education and experience requirements (or equivalent) established for that position. Once these qualifications are satisfied, the academic or administrative unit with the vacancy will consider other job related factors including but not limited to: the applicant's work history, customer service orientation, initiative, teamwork, and general appraisal of previous work performance.

### **1.12.1 Offer of Employment**

The hiring manager or administrative officer of the vacant position works with the Human Resources Department to set an equitable starting salary. Prior to an offer of employment, the hiring manager completes the electronic Employment Recommendation form, available online at <http://careers.loyola.edu/hr>. The Employment Recommendation form will be electronically routed by the Human Resources Department to the department head, the divisional vice president, and to the President for approval and signature. Upon receiving electronic notification of these approvals from the appropriate supervisor, the Director of Recruitment and Employment will extend an offer of employment to that individual on behalf of the College.

### **1.12.2 Appointment**

Once the selected candidate accepts the offer of employment, the Director of Recruitment and Employment or designee will confirm the appointment in a document specifying the employee's title and compensation. The new employee will report to the designated office on the date and time stated in the offer document. The job description and College policies establish the terms and conditions of employment. The I-9 documentation and other necessary paperwork must be completed when presented to the employee, on or before the third day of employment.

### **1.12.3 Acting Appointments**

From time to time, as a result of a vacancy in an authorized position, the President or his designee appoints an individual to that position on an "acting" basis. Persons serving in an "acting" capacity for temporary appointments are compensated with an additional stipend equal to the difference between their current salary (or hourly rate if non-exempt) and the minimum of the "acting" position or 5% of their current salary, whichever is greater. Individuals holding acting appointments return to their original position at the conclusion of their acting appointment, unless otherwise specified or unless terminated pursuant to the provisions of this manual.

### **1.13 Use of Temporary Agencies**

When a substitute or additional staff or administrative help is needed and the employment of students is impractical or inappropriate, supervisors may request assistance through the Human Resources Department to contact an agency outside the College for assistance. No specific budget exists for these needs, and so the arrangement can only be made if funds exist through a vacant salary line of the requesting department or a budget transfer from an operating account is transacted. Temporary agency personnel are not employees of the College and are not eligible for compensation or benefits through the College.

### **1.14 Direct Employment of Temporary Employees**

In some circumstances, a department needs increased staffing for a limited period of time. Hiring a temporary employee may be an appropriate solution to this situation. Temporary personnel are regarded as at-will employees, are supervised by a regular College employee at all times, and are only eligible to receive statutory benefits such as unemployment insurance, workers' compensation and social security. The department head notifies the Employment Manager of the need and the location of the funding source for compensating the individual. Candidates are informed by the supervisor that, if hired, their status will be "temporary", that is, they may not work more than 950 hours in any twelve month period and they are not eligible for College benefits.

### **1.15 Required Federal and State Forms**

Federal and State laws require employees to complete several forms when hired. These forms include the Maryland State tax form (MW 507) and the Federal tax form (W-4). All new employees are also subject to the requirements of the Immigration Reform and Control Act of 1986. IRCA stipulates only American citizens, permanent resident aliens, and aliens who are authorized to work in the United States may be hired. Every new employee must provide evidence of identity and work eligibility required on the I-9 form. Completing the I-9 form is a condition of employment. The College will not permit a new employee to start working until he/she is cleared and has submitted all the appropriate paperwork to the Human Resources Department.

These forms are available on the Human Resources website at <http://www.loyola.edu/hr/forms> and must be turned in to the Employment and Recruitment Office of the Human Resources Department on the first day of work. Should an individual's status change with regard to the information reported on the forms, the individual must complete another form and send it to the Human Resources Office.

#### **1.16 Confidentiality Statement**

Every College employee, including students and temporary employees, with access to confidential data (paper and electronic) signs a Confidentiality Agreement form upon hire. The Agreement should be completed on the first day of employment, signed by the employee's supervisor, and forwarded to the Human Resources Department for inclusion in the employee's personnel file. The Confidentiality Agreement form may be obtained at: <http://www.loyola.edu/hr/Forms/Employment/ConfidentialityAgreement.doc>

#### **1.17 College Identification Cards and Parking Passes**

New employees must obtain a College identification card, and may obtain a parking pass. The identification card is used for accessing buildings; discounted or free admission to events or facilities; borrowing materials from the library; and for identification after hours or in an emergency. There is a fee for parking passes. Identification cards and parking passes may be obtained from the Office of Student Administrative Services. They can be reached at 410 617-2423. Upon separation from employment for any reason, employees are required to return their parking passes and identification cards.

#### **1.18 Keys and Access Cards**

Employees may be issued College keys and/or access cards in the course of their employment. It is the responsibility of employees to safeguard the keys and access cards issued to them. The duplication of keys and/or access cards is prohibited. If a job requires an employee to have keys and/or access cards, he/she will be asked to sign for them by the key control manager or department head. If an employee transfers to another department or separates from the College, he/she will be required to return the keys and/or access cards.

#### **1.19 Uniforms and Dress**

A uniform for an employee may be provided by the College to identify persons to the general public or guests of the College or to prevent injury to an employee while performing a hazardous job. Each employee provided a uniform shall take the necessary steps to protect it from excessive damage and wear. Uniforms issued by the College are to be worn only during working hours. When a uniform is provided, it must be worn by the employee. Employees who are required to wear uniforms should consult with their supervisor regarding their dress requirements.

All college employees represent the College and therefore have a personal responsibility for presenting an appropriate appearance. Good grooming, personal cleanliness, and appropriate dress are essential at all times.

## **1.20 Relocation Reimbursement**

Some new employees may be reimbursed for relocation expenses up to a specified maximum amount, when the terms are discussed prior to hire and agreed to in writing as a condition of hire. Relocation reimbursements are approved if the distance from the administrator's residence prior to the date of hire at the College is in excess of thirty-five miles from his/her new Baltimore area residence. Receipts shall be submitted to the Payroll Office and must be accompanied by the Employee Certification Moving Expense Reimbursement form and the Supervisor Certification of Employee Moving Expense Reimbursement form before reimbursement is made. Reimbursement requests, within the specified amount, may be submitted for the following expenses only:

- Transporting household furnishings, clothing, etc., from the previous residence to the Baltimore area. These are reimbursed at the IRS mandated rate for moving expenses. Reference <http://www.irs.gov> for more information.
- Transportation that includes up to two trips to the Baltimore area to locate housing, for a total of up to six days. This includes travel costs, lodging, and meals. Mileage incurred using your personal vehicle will be reimbursed at the College's current mileage rate. Reference <http://www.loyola.edu/procurement/travel/rental1.htm> for more information.

Portions of the reimbursement may be subject to taxation based on IRS regulations. It is the new employee's responsibility to identify and manage those tax implications. Contact the Payroll Office at extension 1349 or 2622 for additional information.

## **1.21 Orientation**

### **1.21.1 Benefits Orientation**

Eligible employees are scheduled to attend a benefits orientation conducted by the Human Resources Office. During the benefits orientation, employees receive information regarding College policies, compensation, benefits, safety programs, and other general information about employment at the College. Employees should use the benefits orientation to learn about applicable employment policies and benefits before enrolling. Employees must complete all employment forms to participate in College benefit plans. Employees who fail to complete benefit enrollment forms within 30 days after their start date must wait until the next open enrollment period to register for benefits. Open enrollment periods occur once a year.

### **1.21.2 New Employee Orientation**

New employees are also scheduled by Human Resources to attend one of the New Employee Orientation sessions. New Employee Orientations are sponsored by the Human Resources Department and scheduled quarterly or as needed throughout the year. The purpose of this orientation is to familiarize new employees with the College's history, mission, vision, values, strategic plan, campus layout, services, and to meet the College President and other key employees. Supervisors are expected to provide their new employees with a more specific orientation about their department and the employee's new position.

## **1.22 Introductory Provisional Period**

All employees are subject to a provisional employment period starting from the date of hire or change of position. A provisional period is a mutual evaluation time for the person in the position and the supervisor of the person's performance in the position. Employment may be terminated by either party at any time during this initial period without prior notice. Termination of administrative employees requires approval of the appropriate vice president. Leave time is accrued from the date of hire. Employees in their provisional period are eligible for paid holidays and paid leave for College closings.

### **1.22.1 Staff Employees**

The provisional period for staff employees is 90 calendar days. The Director of Employee Relations and Professional Development or a designee will notify the supervisor before the provisional period expires to evaluate the employee's general productivity, dependability, cooperation, job knowledge and initiative. This evaluation determines whether or not the employee should be given regular status, or be given an extended provisional period up to 30 calendar days, or be terminated. Staff employees may begin to use their paid leaves upon successful completion of their provisional period. Staff Employees hired after **February 1st** may lose their personal leave if it is not taken by **June 30th**. To alleviate this situation, those employees may use their personal leave during their provisional period. All leave requests must be approved by the supervisor.

### **1.22.2 Administrative Employees**

The provisional period for administrative employees is 180 calendar days. The Director of Employee Relations and Professional Development or a designee will notify the supervisor before the provisional period expires to evaluate the employee's general productivity, dependability, cooperation, job knowledge and initiative. This evaluation determines whether or not the employee should be given regular status, or be given an extended provisional period of up to 180 calendar days, or be terminated. During an extended provisional appointment, if the administrator is terminated he/she will be given two weeks notice, in writing, or severance pay in lieu of notice. Administrative employees may begin using paid sick leave after 90 days, and other paid leaves upon successful completion of their provisional period.

## **1.23 Promotions**

A promotion is defined as reclassifying a position and/or moving a person from a lower pay category to a higher pay category. This can occur as a result of a significant change in the nature and extent of job duties, resulting in a reclassification of a position and the incumbent in the position; or, it can result from an employee applying for and being selected to fill an available vacancy in a higher pay category. Promotions may also be initiated by the College or the supervisor in the same way as a transfer to meet changing resource needs. Promotions are arranged through the Human Resources Department and may result in an increase in compensation. If funding is available, pay will be increased by 5% or to the minimum of the new range, whichever is greater.

#### **1.24 Transfers**

A transfer of an employee may occur when the employee is reassigned from one position to another within the same pay category. Similarly, a transfer may occur when a position is reassigned from one department or office to another, with the incumbent remaining in the position. Transfers may occur at the request of the employee in response to a job posting. Transfers may occur at the request of the College or the individual supervisor(s) to reallocate resources to meet changing needs or priorities; in this situation positions need not be posted prior to the transfer. Transfers can occur to accommodate employees under the Family Medical Leave Act (FMLA) or the Americans with Disabilities Act (ADA) if the employee provides the required forms and medical documentation and meets the requirements of the position with reasonable accommodation; in this situation positions need not be posted prior to the transfer. A minimum of ten days notice should be provided when possible for regular work shift changes. All transfers are subject to a 90 day provisional period. Transfers are coordinated through the Human Resources Department and may affect a person's rate of pay.

#### **1.25 Demotions**

A demotion is defined as the move of a position or a person from a higher pay category to a lower pay category. Demotions can be the result of disciplinary action, a request by the employee, reorganization or restructure. Demotions are arranged in concert with the Human Resources Department and may result in a change in pay rate.

#### **1.26 Discipline**

Certain standards of performance and conduct are essential in any work setting. These standards are recognized and observed by all working persons without any need for supervisory intervention. In some cases, however, oral or written reminders by the appropriate supervisor may be necessary. Where such measures are not effective in resolving the problem, or it is otherwise warranted, more formal action, to include probation, suspension or dismissal, may be indicated. The College reserves the right to summarily dismiss an employee when, in the judgment of the supervisor and in consultation with the Director of Employee Relations and Professional Development and the Assistant Vice President for Human Resources, such action is warranted.

#### **1.27 Suspension**

An employee may be suspended immediately if, in the sole discretion of the College, the employee's continued presence on campus would be detrimental to the employee, other persons, or to the College. Such suspension will continue until the employee is reinstated by the department head, with the approval of the Division Vice President and Human Resources, or until the effective date of termination. The College further reserves the right to suspend an employee for one or more days as a disciplinary action with or without pay.

## **1.28 Attendance Policy**

Employees are expected to be punctual and dependable. If an employee is unable to attend work, he/she must contact his/her supervisor within the timeframe established by the supervisor. All absences must be marked on the timesheet for staff and the monthly administrative leave report for administrators. Examples of the proper notation include: sick leave, vacation, personal time, holiday, FMLA (Family and Medical Leave Act), time without pay. Supervisors should contact the Director of Employee Relations and Professional Development for advice pertaining to issues of employee attendance including excessive absenteeism and/or lateness or leaving early.

### **1.28.1 Repeated Absenteeism**

Any absence for hospitalization or for 3 or more days may qualify for Family Medical Leave (FMLA). Family medical leave requires Supervisors to notify the Benefits Manager on extension 1366 on the third consecutive day of an employee's absence or if the employee is hospitalized. Employees who are repeatedly absent may create problems for their work units. Repeated or chronic absenteeism, other than FMLA qualified leave, may be considered by the supervisor as excessive. Excessive absenteeism may result in discipline, up to and including termination. Supervisors reserve the right to address excessive absenteeism by requiring a doctor's certification validating the employee's illness.

### **1.28.2 Counseling Guidelines**

- Five absences of two hours or more during a 12-month period may result in a discussion between the supervisor and employee. FMLA absences may not be included in this count. This is an opportunity for the supervisor to remind the employee of the policy, to inform the employee that his/her absences are approaching an excessive level and to request corrective action. The supervisor should remind the employee that assistance addressing the cause of the absences is available through the Human Resources Department or the College's Employees' Assistance Program (EAP).
- Six or more non-FMLA absences of two hours or more during a 12-month period may result in a written warning that the employee's absences are excessive; a copy of the warning should be forwarded to the Human Resources Department for the employee's personnel file. The supervisor should advise the employee to contact the Human Resources Department or the College's Employees' Assistance Program (EAP) for confidential assistance in addressing the cause of the absences. Any employee who will not or cannot correct a chronic excessive absence problem is subject to further disciplinary action up to and including termination.

### **1.28.3 Lateness**

Employees who are routinely late or leave early are subject to discipline, up to and including termination. The supervisor may notify staff employees who are routinely late/leave early, that their use of leave to cover these occurrences will not be approved. This notification should be in writing, with copies given to the employee and to the Human Resources Office. Any notified employee who will not or cannot correct their tardiness or early departure is subject to further disciplinary action up to and including termination.

### **1.29 Tenure**

Award of faculty tenure is governed by the College's Rank and Tenure Policy Statement (RTPS). A faculty member with tenure who assumes a full-time administrative position retains his/her tenure and is classified as a Tenured Faculty Member Serving as an Administrator under the RTPS. The only administrators who hold tenure are those who were awarded it in the course of faculty service at the College or who were hired with tenure. Faculty tenure status is no assurance of administrative employment. Academic administrators share the same rights and responsibilities as other administrators.

### **1.30 Unemployment Insurance**

Each employee of the College is protected by the unemployment insurance laws of the State of Maryland. Income protection is provided as determined by the State's Department of Labor, Licensing, and Regulation. By statute, employees of educational institutions who have reasonable assurance of re-employment in the next term or semester are not eligible to collect benefits during breaks between terms or semesters.

### **1.31 Unemployment Compensation**

Employees whose employment ends may be eligible for unemployment compensation as long as they are available for and actively seeking employment and meet other State requirements. To apply for unemployment compensation benefits, an individual may personally visit, telephone, or apply online to the State of Maryland's Department of Labor, Licensing, and Regulation where it will be determined whether or not he/she qualifies for benefits. In cases where the employee was terminated for cause, the College may appeal the State's decision to award unemployment compensation.

### **1.32 Employment of Minors**

The employment of minors under age 16 is prohibited by the College. Minors between the ages of 16-18 who furnish the Human Resources office a completed work permit issued by the State of Maryland may be hired. Because minors are restricted from performing certain types of work, the terms and conditions of employment must be approved by the Human Resources Department.

### **1.33 Employment of Relatives**

The College will not employ two or more members of the same family in such a way that one directly supervises or evaluates the performance of the other member(s) of the family. Immediate family includes full or step members as follows: spouse, parent, parent-in-law, sibling or child.

### **1.34 Additional Internal or External Employment**

The College expects full-time personnel will regard the College as their primary employer, and that any outside employment will not conflict with their responsibilities to the College. College employees may not engage in any outside employment that will adversely affect the College; nor may College employees use College resources for personal or non-College business. Any employee who holds a full-time position at the College may not hold a full-time position outside of the College. Employees must notify their immediate supervisors and the Director of Recruitment and Employment of any outside employment activities. If other employment has a detrimental effect on job performance at the College, the employee will be asked to resign from the other position or will be terminated from employment with the College.

### **1.35 Employee Personnel Files**

The Human Resources Department maintains the official personnel files, which contain all material relevant to employment, and are the sole official repository of such materials. Employee records are College property. Employees wishing to review the contents of their personnel files may do so by contacting the Director of Recruitment and Employment and scheduling an appointment. The Director or authorized designee will accompany the employee during the file review and may or may not approve of any requests to make copies of any documents contained within the personnel file. The Human Resources Office staff follows a records retention/destruction schedule for employee personnel files.

### **1.36 Name/Address Changes**

Each employee is responsible for promptly informing the immediate supervisor and the Human Resources Department of any status change(s) including citizenship, name, address and telephone number. For name changes, the employee must also file a name change with the Social Security Administration and receive a new card. The new original Social Security card is to be presented to the Human Resources Department for verification. The Human Resources Department will then change the individual's file which, in turn, changes the payroll record. Employees are also responsible for promptly notifying the Human Resources Department of any change to their emergency contact information. Personal Data Form can be found on the Loyola website at <http://www.loyola.edu/hr/forms/employment/personaldataform.html>

*Section II.*

# SEPARATION



## **II. Separation**

### **2.1 Employee Initiated Separation**

#### **2.1.1 Job Abandonment**

When an employee fails to report to work as scheduled for three consecutive workdays without notifying his/her immediate supervisor, the employee is deemed to have abandoned their job. If the employee provides the supervisor with medical documentation in advance for the period, the absence is not considered job abandonment. The College considers abandonment as a resignation and the employee is terminated. An employee may be reinstated if it is determined that notification was not possible for reasons beyond the employee's control. The Director of Employee Relations and Professional Development will be advised of such a recommendation.

#### **2.1.2 Resignation**

Resignation is a voluntary separation of employment initiated by the employee. A resignation will be submitted in writing to the supervisor, with a copy to the Director of Recruitment and Employment, which should include the effective date and the reason for the resignation. Administrative employees are expected to provide a minimum of one month's notice. More advanced notice may be appropriate for senior level positions. Staff members are expected to provide a minimum of two week's notice. The supervisor of the resigning individual is also responsible for notifying the Director of Recruitment and Employment on extension 2354 as soon as possible as the effective date of resignation is known. Prompt notification means a recruitment plan can be initiated and the time to fill the position with a quality candidate is as short as possible.

#### **2.1.3 Retirement**

The College provides a generous 403b plan to eligible employees in lieu of a retirement plan. The Social Security Administration identifies age 65 as qualifying for full social security benefits. However, employees may choose to work beyond 65. Individuals may also make application to Loyola and Social Security Administration for early retirement benefits.

### **2.2 College Initiated Separation**

An involuntary termination of employment is considered a college initiated separation. Termination of an employee by the College may result from:

- dismissal for cause,
- layoff or termination because of a reduction in the workforce, or
- elimination of positions.

Terminations are to be treated in a confidential, professional manner by all concerned. Employees dismissed for cause are not eligible for severance or advanced notification. Advanced written notification for layoff, reduction in force or elimination of positions will be based on regular, full time length of service and will be communicated to the employee according to the following schedule.

**Professional/Administrative**

| <b>Termination other than for Cause</b> |                       |
|---|-----------------------|
| <i>Length of Service</i>                | <i>Minimum Notice</i> |
| Less than 3 years                       | Two months            |
| Completed 3 or more years               | Four months           |

| <b>Reduction in Force</b>                   |                       |
|---|-----------------------|
| <i>Length of Service</i>                    | <i>Minimum Notice</i> |
| More than 6 months                          | 15 working days       |
| <b>Severance under a Reduction in Force</b> |                       |
| Less than 3 years                           | Two months            |
| Completed 3 or more years                   | Four months           |

**Support Staff/Facilities/Public Safety and Transportation**

| <b>Termination other than for Cause</b>     |  |
|---|--|
| <i>Length of Service</i>                    | <i>Minimum Notice</i>                  |
| <b>Reduction in Force</b>                   |  |
| <i>Length of Service</i>                    | <i>Minimum Notice</i>                  |
| More than 90 days                           | 10 working days                        |
| <b>Severance under a Reduction in Force</b> |  |
| More than 90 days                           | 1 week of pay for each year of service |

In lieu of notice, an employee may be given an amount of severance pay equivalent to salary for the applicable notice period.

In the event of summary dismissal of a staff or administrative employee (see section 2.2.2 Termination for Cause) neither notice nor severance will be required. In addition, the minimum notice policy does not apply to sponsored program positions funded by outside sources.

**2.2.1 Reduction in Force**

Reduction in force is the termination or consolidation of positions because of a lack of funds or lack of work. Situations in which a person is terminated but their position remains is not a reduction in force. Reduction in force is directed by the President upon recommendation by the appropriate vice president. Factors to be considered in determining who will be affected include job performance, length of service and qualifications for the positions which remain after the reduction in force. (See section 2.2 College Initiated Separations for appropriate notice periods and severance.)

### **2.2.2 Termination for Cause**

Termination for cause by the College is generally the result of an employee's inability to attain the required level of performance on the job, failure to comply with required policies and procedures, failure to meet standards of professional behavior applicable to employment, or repeated failure to perform required duties. In the event of termination for cause, see chart. Supervisors should consult with the Director of Employee Relations and Professional Development prior to any termination actions. Cause for dismissal includes but is not limited to:

- insubordination;
- inability, failure, or refusal of the employee to maintain satisfactory performance of the responsibilities of his/her position;
- conduct which, in the judgment of his/her supervisor(s), directly and substantially impairs the effectiveness of the employee in the performance of his/her responsibilities;
- conduct which, in the judgment of the employee's supervisor(s), directly and substantially impairs the effectiveness of College operations;
- conduct which, in the judgment of the employee's supervisor(s), is harmful to persons or property or destroys good will or otherwise causes jeopardy or serious harm to the College.

It is impossible to list every single action which might cause harm to the College, its students or fellow employees. Following is a list of some, but not all, of the acts which will result in disciplinary action up to and including discharge:

- Any act of dishonesty. This includes the theft of any College, student or employee property.
- Committing or attempting to commit deliberate damage to either College property or its facilities, or the unauthorized use of College facilities, tools or equipment.
- Disorderly conduct such as striking anyone, use of abusive language or cursing.
- Possessing, using, buying or selling alcohol or illegal drugs, or being under the influence of alcohol or illegal drugs, while at work
- Punching time clock for another employee or allowing someone else to punch the time clock, falsifying time reports or making unauthorized changes on a time report.
- Excessive absences or tardiness.
- Removing, sending or furnishing to unauthorized persons College records or information.
- Breaches in security procedures and/or refusal to cooperate in a College investigation.
- Abandonment or job or failure to report to work without notifying one's immediate supervisor.
- Violating the College's anti-discrimination and harassment policy.
- Direct violation of College policies and procedures.
- Obtaining employment on the basis of false or misleading information or falsifying of job application.
- Allowing unauthorized person(s) access to College facilities.
- Possessing firearms of any type while on College property or while on College business.

- Insubordination – the refusal to perform all job requirements or services as outlined by the College.
- Sleeping or dozing on the job.
- Falsification of any College records, reports or documents.
- Knowingly violating any College, OSHA, or state regulation, guideline or rule governing workplace safety.

Supervisors shall consult with Director of Employee Relations and Professional Development prior to any termination for cause.

### **2.3 Rehire**

Employees terminated for cause are not eligible for rehire. An eligible former employee who is rehired within six months of their termination date will be given credit for prior years of service for vacation eligibility, service milestone recognition, retirement eligibility, and other pertinent benefits. If more than six months have elapsed between separation and rehire, the rehired employee shall be treated as a new employee.

### **2.4 Separation Checklist**

Upon voluntary or involuntary separation from employment, all tools, equipment, and keys to desks, rooms and buildings, parking cards and tags, College ID cards, credit cards, procurement cards, and any other College property in possession of the employee are to be turned over to the supervisor. An exit interview may be held with the Director of Recruitment and Employment or the Director of Employee Relations and Professional Development.

*Section III.*

# COMPENSATION AND SALARY ADMINISTRATION



### **III. Compensation and Salary Administration**

The College values its employees and provides a competitive total compensation package, which includes direct pay and fringe benefits. To reflect the high quality of education and services, the College reviews the positions to be sure they are paid equitably for their responsibilities within the College and above the market median. As a continuing commitment to a comprehensive total compensation program, the College has a salary administration program for staff and administers that ensures:

- Internal equity – consistent position range assignments across all divisions and locations of the College;
- External competitiveness – consistent pay opportunities throughout the College based on competitive market analysis; and
- Flexibility – pay ranges based on individual performance, broad ranges and higher pay range maximums allowing greater pay growth without promotion.

Supervisors/department heads are responsible for managing employees pay appropriately and consistently with the College's salary administration plan. The Director of Compensation and Benefits should be consulted to ensure salary guidelines are followed.

#### **3.1 Roles and Responsibilities**

Everyone has a role to play in maintaining the compensation program and ensuring that all the pieces of the program are managed appropriately.

##### **3.1.1 Role of the Human Resources Department**

The Human Resources Department serves as a resource to the College's supervisors/department heads and employees. Specifically, the Human Resources Department:

- Communicates programs and guidelines to help supervisors/department heads to understand all aspects of the compensation program,
- Provides (internal and external) information, data and advice on pay levels, policies and practices,
- Provides expert guidance, perspective and support to enable supervisors and department heads to make appropriate pay decisions,
- Reviews compensation decisions to identify and address any significant variations in practices both within and among work units, and
- Provides research and advice to the President and governing bodies of the College.

The Human Resources Department role is to work with supervisors/department heads to help them make appropriate pay decisions, consistent with the College's salary administration plan. Human Resources Department's keeps senior administrators aware of compensation practices across the College and in the market place to ensure equitable treatment.

### **3.1.2 Role of the Supervisor**

Supervisors/department heads also have critical responsibilities for managing the compensation program. Supervisors/department heads:

- Establish and maintain equitable pay practices within their areas of responsibility,
- Recommend hiring rates and advancement increases,
- Distribute merit pay increases, consistent with the College's compensation philosophy, market pay for the position, and budget,
- Ensure that their employees understand the compensation program and changes,
- Provide open, honest and timely feedback to their employees on performance and compensation issues,
- Answer questions about performance and pay as it impacts employees' positions, their careers, and the College's strategic success, with facts,
- Work with their employees to keep position descriptions current, and
- Call upon the Human Resources Department as a resource to ensure appropriateness of decisions and consistency with broad pay guidelines

### **3.1.3 Role of the Employee**

While supervisors/department heads are responsible for making pay decisions and actively managing the compensation program, employees also have important responsibilities with regard to compensation:

- Read and learn about the compensation program by using the tools and resources the College makes available,
- Discuss questions or concerns with your supervisor/department head or the Human Resources Department, and
- Work with your supervisor/department head to keep your position descriptions updated when the nature of your work changes significantly.

## **3.2 Employment Categories**

### **3.2.1 Regular Full-time Employment**

Full-time employees of the College are appointed by the President or a designee to authorized budgeted full-time positions for nine or more months in a twelve month period. Full-time employees are employed for a specific job description in a specific division and department of the College, and are required to work at least thirty-seven and a half hours each week.

### **3.2.2 Core Employment**

A Core member of the College is a person who is appointed by the President or his designee to an authorized budgeted position in a specific division and department of the College. Core employment is thirty or more hours of service each week for nine or more months in any twelve-month period.

### **3.2.3 Half-time Employment**

A half-time member of the College is a person who is appointed by the President or a designee to an authorized budgeted position in a specific department of the College. Half-time employment requires at least twenty-two and one-half hours and less than thirty hours of service each week for an entire twelve-month period.

### **3.2.4 Part-time Employment**

A part-time member of the College is a person who is appointed by the President or a designee to an authorized, budgeted position in a specific department of the College. Part-time employment requires up to twenty-two and one-half hours of service each week, not exceeding a total of 950 hours for an entire twelve-month period.

### **3.2.5 Temporary Employment**

The President or a designee may, from time to time, employ individuals in a capacity other than those types defined above. Temporary employees may not exceed 950 hours of work over a twelve-month period, and are eligible for statutory benefits, such as unemployment compensation, workers' compensation, FICA-FICM.

## **3.3 Exempt and Non-Exempt Status**

The Fair Labor Standards Act (FLSA) and Maryland employment laws establish standards for the minimum wage, overtime compensation, and other conditions of employment. The FLSA also define the criteria for determining which jobs are non-exempt and require pay for overtime hours worked, and which jobs are exempt and do not require compensation for overtime. FLSA requires Non-exempt employees (staff) to complete a time record, in the form of a time sheet, each bi-weekly period. The time sheet is required for non-exempt employees to meet the record-keeping provisions mandated by the FLSA. Every College position is designated as exempt (salaried/administrative) or non-exempt (hourly/support staff). Neither the employee nor the employer may waive the employee's right to be compensated for overtime if the job is classified as non-exempt. Therefore, each supervisor, department head, director and administrator is responsible for ensuring the FLSA overtime requirements are observed for non-exempt employees. If an employee or supervisor has a question concerning whether a position is exempt or non-exempt, please contact the Director of Compensation and Benefits at extension 2502.

## **3.4 Part-time Pay**

Part-time employees pay rates are managed under the same guidelines as regular full-time employees, with proportional adjustments for the reduced work schedule.

### **3.4.1 Non-exempt Positions**

A staff member in a non-exempt position who works part-time will be paid the regular hourly wage for the position, multiplied by the number of hours and weeks actually worked. Staff members in non-exempt positions are eligible for overtime in accordance with the FLSA and College policy. Overtime is payable for hours worked or paid in excess of 37.50 per week for support staff, and 40 hours per week for public safety and parking and transportation staff.

### **3.4.2 Exempt Positions**

Exempt part-time administrator's salaries are based on the content of the job and assigned to the appropriate position category, and an annualized pay level is determined using matching salary grade.

Once the pay level is determined, it is pro-rated to reflect the agreed upon hours, as shown in the illustration below:

**Assumptions**

|                                       |          |
|---------------------------------------|----------|
| Annual full-time base salary          | \$30,000 |
| Full-time work week                   | 5 days   |
| Scheduled days per week               | 3 days   |
| Part-time percentage (3 divided by 5) | 60%      |

**Calculation of Annual Part-Time Salary (based on the above)**

|                                    |                       |
|------------------------------------|-----------------------|
| Annual full-time salary            | \$30,000              |
| Times percentage of full-time week | x 60% (3/5 of a week) |
| Actual annual pay                  | \$18,000              |

If a part-time administrator in an exempt position works beyond their part-time schedule, he/she is not eligible for overtime pay according to the provisions of the Fair Labor Standards Act. If the employee consistently works beyond the scheduled hours, his/her supervisor should discuss the reasons and determine an appropriate solution. If the work schedule on which the prorated salary was originally based consistently proves not to reflect the needs of the department, the schedule should be adjusted accordingly and the annual pay recalculated.

**3.5 Position Classification**

The College wage and salary plan utilizes a salary administration classification system. Each position is ranked based on an evaluation of the job content in the position description. The analysis of a position considers job requirements such as knowledge of the area, problem-solving ability, and communication skills. Based on the results of this evaluation, each position is classified at the appropriate pay grade level.

**3.6 Pay Ranges**

Administrator and staff pay ranges are designed to allow considerable flexibility in managing pay, while maintaining equity within the College and a salary competitive with the relevant job markets. Pay ranges are reviewed on a fiscal year basis to determine their position within the job market. The Director of Compensation and Benefits and the Assistant Vice President for Human Resources use salary surveys and other resources to develop the range structure and make recommendations to the Executive Council and the President. Final authority to approve salary ranges rests with the President and Board of Trustees.

**3.7 Position Re-evaluation**

Supervisors are encouraged to periodically review the position descriptions in their area of operation. The position description should be compared with actual duties performed. A re-evaluation and reclassification of positions are considered if there are significant changes in the basic nature and essential functions of the position. A change in the volume of work is addressed by overtime or staffing requests, and is not justification for re-evaluation or reclassification. Requests for reclassification are submitted on a position description questionnaire available from the Director of Compensation and Benefits, and are considered after approval from the immediate supervisor and the divisional vice president is given. The position job content (not the incumbent's performance) is analyzed and evaluated by the Human Resources Department. The Director of Compensation and Benefits reviews the materials and information provided renders a decision based on the degree to which the position has changed. If there is

disagreement between the Human Resources Department and the requesting supervisor, both parties will submit written rationales to the divisional vice president for a decision. The pay rates of incumbents in reclassified positions are adjusted under the rules for promotion. If as a result of the requested study the position is reclassified to a lower pay grade, the incumbents' current pay is not reduced as a result of the reclassification. Positions may be reclassified to lower pay grades as a result of re-organizations. Vacant positions should be reviewed by supervisors and submitted for re-evaluation if the job has changed substantially, prior to being posted.

### **3.8 Appeals to Position Re-evaluation**

If an employee and his or her supervisor disagree on the grade assigned to the employee's position, the issue should be discussed between the two parties and resolved, if possible. If an agreement cannot be reached, either party may contact the Director of Compensation and Benefits, who will re-evaluate the job content and make a determination. If there is disagreement between the Human Resources Department and the department head, both parties will submit written rationales to the division Vice President for a decision.

### **3.9 Pay Actions**

Pay decisions focus on bona fide occupational qualifications, experience, skills and performance. The level of approvals needed to adjust pay within a pay grade is an internal matter to be decided within a division. Pay decisions are made at the Dean/Vice President level to ensure internal consistency and equity, and to manage budgetary impact. The Human Resources Department provides salary administration information, market data and guidance. Supervisors/department heads are encouraged to consult with the Human Resources Department prior to making pay action requests to insure internal equity and compression ripple effects.

### **3.10 Starting Pay**

Setting an appropriate starting pay for new employees is a critical part of attracting high quality candidates. Supervisors setting a starting pay rate or salary should consider the salary range, market pay for the position, the candidate's skills and experience, equity within the work unit or department, and budget constraints. The Human Resources Department is available to provide market data and guidance on how the College community is handling similar situations. The Human Resources Department is responsible for monitoring hiring pay levels, and reporting unusual decisions to the divisional vice president.

### **3.11 Annual Performance Review**

The College's Annual Performance Management Program provides specific tools and guidance to supervisors for planning, assessing performance, and making pay increase recommendations. The College's Performance Management Program is designed to assist supervisors communicate expectations, set goals, recognize accomplishments, and evaluate performance for employees. The performance management process also identifies the employee's developmental needs for the job, and develops a performance improvement plan. Performance reviews are conducted annually (March 1st through April 31st). All College employees should be made aware of the expectations for their job performance as well as how they will be evaluated for the coming year. Informal quarterly or mid-year performances are optional. The Human Resources Department is available to assist with the performance review process.

### **3.12 Performance-based Merit Increases**

The College's goal is to reward employees for their contributions to the College. One way supervisors/department heads can do this is through performance-based pay increases. Each fiscal year, a budget is developed which establishes the total amount of money available for merit increases. The budget salary increase amount is expressed as a percentage of the total payroll, however that increase percentage is not applied across the board to all employees. A merit increase matrix is collaboratively developed annually by the Human Resources Department and the Executive Council. The matrix uses the individual employee's performance contribution and position in the pay range to determine the appropriate pay increase for that fiscal year. Department heads are responsible for developing recommendations for performance-based merit increases for employees that are within the parameters of their defined budget. Consistently high performers should be rewarded more generously than average performers. Poor performers should receive a smaller increase or no increase. The Human Resources Department is available to assist with developing appropriate merit pay recommendations.

### **3.13 Structural Adjustments**

Adjustments to the overall structure of the Salary Administration Plan may be made to improve the College's competitiveness within the relevant job markets with the approval of the President and the Board of Trustees.

### **3.14 Career Advancement**

The College provides employees with three types of opportunity for career advancement, promotion, position reclassification and transfer. The pay opportunity associated with each action depends on the specific position, salary history, and the skill level required. The new salary should also compare equitably with the current salaries of others in the same position. Supervisors and/or department heads may consult with the Human Resources Department for guidance.

#### **3.14.1 Promotion**

When an employee is promoted to a position with significantly greater responsibilities a pay increase is given to ensure that the employee's pay is equitable and competitive. Department heads set the pay level within the pay range assigned to that position. The selected pay is based on the employee's skills, experience and capabilities. Since circumstances vary and each advancing employee has a different pay history, it is important to consider the employee's current level of performance compared to expectations, the employee's pay compared to peers in the new category with similar skills, knowledge and competencies, the criticality (and possible scarcity) of the employee's skills to the College, and the depth and breadth of the employee's skills when making pay decisions related to advancement. If the recommended pay increase is significant, it may be appropriate to phase the increase in over a period of time. The Director of Compensation and Benefits is available to consult with supervisors and to provide guidance about pay decisions related to advancement.

#### ***Promotion Increase***

The chart on the next page can be used by supervisors to determine an advancement increase when promoting an employee to a position in a higher pay range. Please read each criteria statement of the chart, and plot your assessment of the employee's situation on the corresponding line. After plotting each of the four criteria, a pattern is likely to be evident. This pattern will enable the supervisor/department head to make an increase recommendation.

| <b>Promotion Increase Guidelines</b>   |                               |                               |  |
|--|-------------------------------|-------------------------------|--|
| <b>Criteria</b>  | <b>Assessment of Employee</b> |                               |  |
|  | <b>Modest Increase</b><br>⬇   | <b>Moderate Increase</b><br>⬇ | <b>Substantial Increase</b><br>⬇         |
| Performance Compared to current expectations   | <i>Meets expectations</i>     |                               | <i>Consistently exceeds expectations</i> |
| Pay compared to peers in the new category with similar skills, knowledge, service and competencies | <i>High</i>                   |                               | <i>Low</i>                               |
| Criticality of skills/role to the College  | <i>Moderate</i>               |                               | <i>High</i>                              |
| Depth and breadth of skills  | <i>Moderate</i>               |                               | <i>High</i>                              |

### 3.14.2 Expanded Responsibilities

Employees can also advance by taking on additional responsibilities in their current position. While this type of advancement generally results in a pay category change, the College wants to reward such advancement whenever appropriate. Supervisors/department heads may set a pay level anywhere in the range, based on the employee's skill, experience, capabilities, and available institutional funds.

| <b>Expanded Responsibilities Increase Guidelines</b>   |                                   |
|--|-----------------------------------|
| The guidelines below will assist supervisors/department heads make recommendations for pay increases:  |                                   |
| <b>Criteria</b><br>⬇   | <b>Advancement Increase*</b><br>⬇ |
| <ul style="list-style-type: none"> <li>• Just noticeable difference in responsibilities</li> <li>• New responsibilities are closely related to current responsibilities, and require no specific additional training</li> </ul>      | Modest                            |
| <ul style="list-style-type: none"> <li>• Responsibilities add noticeably to position requirements</li> <li>• New responsibilities are somewhat different than current responsibilities, and may require some training</li> </ul>     | Moderate                          |
| <ul style="list-style-type: none"> <li>• Responsibilities add a major component to the position requirements</li> <li>• New responsibilities may be very different from current responsibilities and may require training</li> </ul> | Substantial                       |
| * Depending on available resources   |                                   |

### 3.14.3 Transfer

Advancement may also occur when an employee takes a new position in the same position pay range. This type of movement enables an employee to become more versatile, more broadly skilled, contributes to his or her value to the College, and may eventually lead to advancement to a higher pay range. While this type of advancement may or may not involve assuming greater responsibilities, the College wants to reward such diversification whenever appropriate. Supervisor/department heads may set a pay level in the range, based on the employee's skill, experience and capabilities.

| <b>Transfer Increase Guidelines</b>  |                                   |
|--|-----------------------------------|
| The guidelines below will help guide those pay decisions:  |                                   |
| <b>Criteria</b><br>⬇   | <b>Advancement Increase*</b><br>⬇ |
| <ul style="list-style-type: none"> <li>• Just noticeable difference in responsibilities</li> <li>• New responsibilities are closely related to current responsibilities, and require no specific additional training</li> </ul>  | Modest                            |
| <ul style="list-style-type: none"> <li>• Responsibilities add noticeably to position requirements</li> <li>• New responsibilities are somewhat different than current responsibilities, and may require some training</li> </ul> | Moderate                          |
| <ul style="list-style-type: none"> <li>• Responsibilities add a major component to the job requirements</li> <li>• New responsibilities may be very different from current responsibilities and may require training</li> </ul>  | Substantial                       |
| <i>* Depending on available resources</i>  |                                   |

### 3.15 Demotion

#### 3.15.1 Demotion for Cause

Demotion for cause is defined as an involuntary movement to a position in a lower pay grade related to disciplinary action. If an employee is demoted to a position in a lower pay grade, this type of transfer is arranged through the Human Resources Department and may result in a reduction of the employee's pay rate.

#### ***Voluntary Change to a Lower Pay Grade***

If an employee applies and is selected for a position in a lower pay grade, his/her pay in the lower graded position will be reviewed based on placement in the new pay range. If the employee's pay exceeds the range maximum, a reduction in the employee's pay rate may occur.

#### ***Change to a Lower Pay Grade as a Result of Reorganization/Restructure***

If an employee is reclassified or moved to a lower grade as a result of departmental reorganization, the employee's pay will be reviewed in relation to the established pay range for the new grade. If an employee's salary falls within the pay range of their new position, a reduction will not be made. If the employee's pay exceeds the range maximum, a change in the employee's pay rate may occur.

### **3.16 Overtime**

Overtime work is to be avoided if possible and must be justified by extenuating circumstances. Approval is required for overtime work and must be authorized by the supervisor/department head. Overtime work should not be performed before or after the normal workday, nor during the lunch hour, except as authorized by the supervisor/department head.

#### **3.16.1 Overtime Pay**

Federal and state overtime laws generally require an employer to pay each non-exempt employee an overtime premium rate of one and one-half times an employee's regular pay rate for all hours worked over 40 hours per pay week. The College's policy is based on all hours paid beyond the standard, full-time schedule per week (37.5 for support staff and 40 for Public Safety and Transportation and Parking). Therefore, overtime will be paid at an hourly rate equal to one and one-half times the base hourly rate for all hours paid over the standard full-time hours per week. Individuals working up to three hours overtime beyond their normal workday will have the option to take a thirty minute unpaid meal break after the first two hours of overtime worked. Overtime hours worked by staff employees are reported on appropriate time sheets issued from the Payroll Office. The signed sheets are then processed with the regular bi-weekly time sheets and copies of the time records are sent to the Human Resources Department by the Payroll Office. Employees who work overtime without authorization will be paid in accordance with FLSA, but are subject to disciplinary action.

#### **3.16.2 Exemption from Overtime for Administrative Employees**

Administrators, by virtue of their administrative, managerial or professional responsibilities, generally are exempt from overtime provisions of federal and state wage and hour laws. Depending upon the requirements of the respective administrative offices, additional work time may be required beyond the normal schedule. It is expected that exempt employees will work as needed when needed. In cases where excessive work time is required of an administrator beyond the normal schedule, the supervisor may, with approval from the *Division Vice-President*, make adjustments to the regular work schedule at a later date as the ebb and flow of the work load permits.

#### **3.16.3 Emergency Overtime**

Emergency overtime may be required to perform unforeseen services or repairs required for the College to carry out an academic program or activity. If an employee is called in to perform emergency service or repair, during non-scheduled work hours, transportation time is included in the calculation of overtime pay. If a resident staff employee is called to perform emergency service, payment will be for the actual hours worked.

### **3.17 Compensatory Time**

"Comp" time is identified as leave time granted in lieu of overtime pay to public sector employees or to private sector employees within the same pay period. "Comp" time is not practiced at the College.

### **3.18 Flex-time**

#### **3.18.1 Short-term**

Flex-time allows a department to temporarily alter work schedules to accommodate a special need, e.g., staffing for an evening program. This arrangement works only in offices with more than one employee, since at least one person must be available to keep the office open Monday through Friday, 8:30 a.m. to 5:00 p.m.

### **3.18.2 Scheduled**

*Flexible schedules are permitted in offices with two or more staff employees where the accommodation serves the best interest of the department. Requests for approval of flexible hours must be submitted to the Division Vice President with a recommended schedule. The flexible schedule may be changed back to the original schedule as operations require with one weeks notice, or sooner if mutually agreeable.*

### **3.19 Shift Differential**

Shift differentials are premium rates of pay that are paid only to those staff members who *regularly* are scheduled to work the first shift (midnight to 8:00 a.m.) or the third shift (4:00 p.m. to midnight). Shift differentials are paid based on hours worked and are not paid on vacation, sick or personal leave. In order to qualify for shift differentials, eighty-five percent of the scheduled work hours must fall within the defined shifts. Shift differential rates are recommended by the Human Resources Department based on the Baltimore market and are subject to approval by the *President*.

### **3.20 Payroll Period**

A payroll schedule for the current fiscal year is available on the Human Resources Department website: <http://www.loyola.edu/hr>.

#### **3.20.1 Staff employees**

Staff employees are paid on Friday based on a bi-weekly pay cycle for the prior two-weeks of work. The workweek runs from Saturday through Friday. If Friday is a holiday the payday will be the preceding workday.

#### **3.20.2 Administrative employees**

Administrators are paid on a salary basis. The distribution of an administrator's annual salary occurs on a semi-monthly pay frequency between July 1st and June 30th. Administrators will be paid twice each month, on the 15th and 30th. If the actual payday is on a weekend or is a holiday, then the payday will be the preceding workday.

### **3.21 Reporting Time**

#### **3.21.1 Staff Employees**

Supervisors are required to verify the hours worked each week by their staffs by signing a time sheet supplied for that purpose at the end of each pay period. The supervisor's signature on the time sheet certifies its accuracy. Care should be taken in preparing time sheets as they are essential for payroll and benefit calculations. Staff employees may not sign their supervisor's name or authorize their own time. Time sheets must be submitted to the Payroll Office in accordance with the published payroll schedule. Neglecting to do so may result in the employee not being paid on time the following Friday.

#### **3.21.2 Administrative Employees**

Administrative employees are required to complete and submit an administrative leave report for each month whether or not any leave was used. The supervisor's signature on the leave report certifies its accuracy. Care should be taken in preparing leave reports as they are essential for payroll and benefit calculations. Administrative employees may not sign their supervisor's name or authorize their own time. Leave reports must be submitted to the Human Resources Department by the end of the first week of the following month.

### **3.22 Mandatory Deductions**

Mandatory deductions from pay include the employee paid portion of FICA-FICM (social security) tax, federal, state and local withholdings for income tax, court-ordered payments for child support and wage garnishments. Employees are required to complete the withholding tax forms (W4 and MW 507) and keep them current and on file with the Human Resources Department. Any payroll deductions other than these listed are optional, authorized in writing at the employee's discretion, and may be arranged through the Payroll Office.

### **3.23 Direct Deposit of Paychecks**

The College strongly encourages all employees to elect to have payroll checks deposited directly into either a checking or savings account. If your payroll check is deposited directly, you will receive a pay advice statement at your departmental address indicating the amount of the deposit as well as detail of your earnings and deductions for the current pay period. In order to enroll for direct deposit, employees must bring a voided check or savings deposit slip to the Payroll Office or Human Resources Department. Subsequent changes in account information must be made with the Payroll Office. Once the direct deposit request is received, the direct deposit process can take up to 30 days to begin.

*Section IV.*

# WORK SCHEDULE



## **IV. Work Schedule**

### **4.1 Work Schedule**

The workweek begins on Saturday and ends on Friday. All changes to regular work schedules must be approved by the supervisor in advance. Directors or managers may vary the hours and days of employment consistent with operational demands, wage and hour laws and with reasonable notice to the employee.

- Office – The usual workday for administrative offices is 8:30 a.m. to 5:00 p.m., Monday through Friday. The nature of the work for some departments may require adherence to a different schedule, and is approved by the supervisor.
- Facilities – The start and end of each workday is determined by the department. The usual workweek is five seven and one-half hour shifts.
- Public Safety – The usual workweek for campus police officers and public safety officers is either five eight-hour shifts or four ten-hour shifts.
- Transportation and Parking – The usual workweeks for Transportation and Parking are either five eight-hour shifts or four ten-hour shifts.

### **4.2 Rest Period**

Paid rest periods, sometimes called “breaks”, are scheduled by the supervisor. On a temporary basis, supervisors may request that employees not take breaks during heavy or emergency work periods.

### **4.3 Lunch Period**

For most employees, the lunch period is one hour and is taken between the hours of 11:30 a.m. and 2:00 p.m. Offices remain open during the lunch period by determining a schedule of lunch hours which provide continuous office coverage. This arrangement can be flexible among employees provided someone is continuously available for visitors and telephone coverage from 8:30 a.m. to 5:00 p.m.

### **4.4 Attendance at College Functions**

Certain divisions or departments may require their personnel to attend College functions not directly related to that unit’s work. All employees are encouraged to attend the Mass of the Holy Spirit and Maryland Day Ceremonies as long as participation does not interfere with the ongoing work on the individual’s unit. All administrators are encouraged to attend Commencement, Honors Convocation and the Baccalaureate Mass.

## 4.5 Inclement Weather Policy

If the College is open, employees should decide whether it is safe to come to work. If the employee decides not to come to work, they must contact their supervisor so that he/she knows not to expect them. Any persons not able to get in to work as scheduled due to inclement weather may take vacation leave, personal leave or leave without pay for the absence. In the event that the College opens late or closes early due to inclement weather, any employee who does not report to work is charged for leave or leave without pay for the time missed.

### 4.5.1 Notification

When the weather makes driving hazardous and/or parking difficult or dangerous, decisions will be made to hold, cancel or postpone classes and to open, open late or close offices. These decisions are announced by 6:30 a.m. for day hours and by 3:00 p.m. for evening hours on the following radio and TV stations:

| Radio  | Television  |
|--|---|
| WBAL (1090 AM)<br>WTOP (1500 AM) – Washington area<br>WIYY (98 Rock FM)<br>WCAO (600 AM)<br>WPOC (93.1 FM)<br>WLIF (101.9 FM)<br>WQSR (102.7 FM)<br>WSMJ (104.3 FM)<br>WWMX (106.5 FM) | WMAR – TV (2)<br>WBAL – TV (11)<br>WJZ – TV (13)<br>WBFF Fox (45) |

Those same decisions are also announced by those same times on the campus main telephone number (410-617-2000) and a special LC weather-line (410-617-2223)

### 4.5.2 Essential Personnel

Essential personnel are always needed and should make every reasonable effort to get into work even when offices and classes are closed. If an essential employee is unable to get into work, she/he must contact and speak with their supervisor to advise him or her not to expect them. Department supervisors must notify employees in advance that they are considered essential.

### 4.5.3 Snow Pay

When the College closes for inclement weather or other emergency, only those non-exempt persons required to work as essential personnel will be eligible for snow/emergency pay.

- Snow/emergency pay will consist of straight time for each hour worked on the regular shift plus one hour for each hour the College is closed during that shift. In effect, snow/emergency pay is double time, or 2 times the normal wage for regular hours worked while the College is closed.
- Time worked in excess of the regular shift will be paid at the normal overtime rate of one-and-one half times regardless of whether the College is open or closed.
- The Assistant Vice President for Human Resources, on advice from the appropriate directors or Emergency Committee, may declare snow/emergency pay conditions for an affected shift group of snow/emergency duty personnel.

## 4.6 Emergency Closings/Early Release

All employees at work are notified of any emergency closings or early releases during that work shift.

*Section V.*

# BENEFITS



## **V. Benefits**

### **5.1 Benefit Administration**

The benefit information that follows is a summary and is not intended to be all encompassing. If you need more specific information, please contact the Compensation and Benefits Section of the Human Resources Office for documents containing details of coverage provided by the various insurance plans and other benefits. The College reserves the right to make changes to policies and benefits, including elimination of policies or benefits. Changes or amendments are widely communicated, and supersede the information provided in this book.

### **5.2 Benefits Plans**

#### **5.2.1 Eligibility**

Eligible new employees may participate in benefits the first of the month coinciding with or following their date of hire or eligibility date, depending on the benefit. Current employees' open enrollment benefit elections take effect on each July 1 and remain in effect until June 30 of the following year. The employee's costs for elected benefits offered through the Cafeteria Flexible Benefits Plan are paid with pre-tax dollars (before taxes are calculated). As required by Section 125 of the Internal Revenue Code, benefit elections generally are binding for the benefits year (July 1 through June 30).

The eligible employee's spouse and unmarried children under 19 years of age are also eligible for medical, dental and vision insurance. This includes step-children, children legally placed for adoption and legally adopted children. Dependent children incapable of self-support because of a physical or mental disability are covered regardless of age. Unmarried children who are solely dependent upon the employee and enrolled as full-time students in an accredited school, college or university from the ages of 19 through 23 are also considered eligible. Student status must be verified with a copy of the student's schedule or a note from the attending registrar's office.

#### **5.2.2 Changing Elections**

Employees enrolled in benefits can make certain benefits changes during the plan year only if he/she notifies the Benefits Office within 30 calendar days of a qualified life event. Examples of qualified life events include but are not limited to:

- marriage,
- birth or adoption of a child,
- divorce or legal separation,
- death of a child or spouse,
- loss of student eligibility, and
- gain or loss of employment by your spouse.

The changes available as a result of each qualified life event vary by benefit. Any change must be directly related to the life event. For instance:

- Medical Coverage - Participation in Loyola’s medical coverage may be waived as long as you certify you have other group coverage; or you can add or delete new spouse or dependents; and, if previously waived, you can elect coverage.
- Dental and Vision Coverage - You can add or delete new spouse or dependents or, if previously waived, you can elect coverage.
- Flex Spending Accounts - You can increase, decrease or drop coverage as long as your new annual contribution is not less than reimbursements received to date.
- Supplemental Term Life Insurance - You can increase (with approval of the insurance carrier) or decrease coverage.
- Short-Term Disability - No changes can be made.

For further details about benefits changes, contact the Benefits Office.

### 5.3 Flex Dollars

The College provides 1,000 flex dollars to assist employees with their purchase and selection of benefits. Employees belonging to the religious order of the Society of Jesus or Religious Sisters of Mercy receive 850 base flex dollars. In addition to the base amount of flex dollars, the College provides additional dollars **after** completing five or more years of continuous service.

| <b>Extra Flex Credits by Years of Completed Service</b> |                      |
|---|----------------------|
| <i>Completed Years of Service</i>                       | <i>Extra Credits</i> |
| 0 - 5 years   | 0                    |
| 6 - 10 years  | 100                  |
| 11 - 15 years   | 200                  |
| 16 - 20 years   | 300                  |
| 21 or more years  | 400                  |

The total of flex dollars added is based on completed years of service as of July 1 of each plan year, not the employee’s anniversary date.

### 5.4 Health Insurance

All full-time, core, and qualified half-time, and non-temporary employees of the College who have satisfied the waiting period are eligible to participate in the College healthcare plans. Coverage begins the first day of the month coinciding with or following the date of hire. Health coverage is also available for eligible spouses and dependents. The College contributes a portion of the cost for individual and dependent coverage. Employees pay a portion of the cost with pre-tax dollars through payroll by means of a salary reduction plan. The employee portion is determined by the College. If an employee does not want medical insurance, he/she may waive the College’s healthcare benefits. A waiver statement must be signed by the employee. Benefit options include medical coverage, dental coverage, vision coverage, term life insurance, long term disability, short term disability, flexible spending accounts. For further details about different benefits plans, refer to the benefit guide or contact the Benefits Office.

## 5.5 Flexible Spending Accounts

Health Care and Dependent Care Flexible Spending Accounts (FSAs) provide a method to pay for expenses not covered or only partially covered by an employer's medical, dental or vision plans and for qualified dependent care expenses such as child day care. Each type of account is designed to serve different needs and accounts may not be combined. You may participate in either or both FSA accounts even if you choose to waive Loyola's medical coverage. FSA's reduce your total taxable income, which results in savings of Medicare, Social Security, federal and most state income taxes. Tax savings are based on the total contributions made into these accounts.

### 5.5.1 Flexible Spending Account Election

Participation begins when an employee decides, during open enrollment or when first becoming eligible for this benefit, how much money to deposit in either or both accounts for the plan year (July 1- June 30). Funds are directed into either or both accounts by authorizing money to be deducted from your paycheck on a pre-tax basis.

### 5.5.2 Flexible Spending Accounts and Claims Processing

As eligible expenses occur throughout the plan year, you submit eligible receipts along with Flexible Spending Accounts Reimbursement Claim form. These forms may be obtained at: <http://www.loyola.edu/hr/benefits/forms/forms.html> and submitted to the College's third party administrator. Reimbursement claims will not be processed without receipts attached to the claim form confirming the amount charged for service(s), the amount paid by you or your insurance carrier, dates of service, type of service rendered, name of eligible person and provider's name and full address. Attach insurance explanation of benefits statements whenever possible. Itemized cash register receipts must be submitted for over-the-counter purchases. Cancelled checks are not accepted as receipts. If a claim is for daycare, receipts must provide amount charged for service, child's name, daycare provider's name, address, Federal tax ID number (or social security number) and dates of service. All FSA reimbursements are reviewed for eligibility based on date of service **not** by date of payment. Reimbursements for claims will be made at regular intervals by the third party administrator. Further information may be obtained from the Benefits Office.

### 5.5.3 Restrictions

Changes in your contributions are not permitted during the benefit year, except if a qualified life event occurs. The maximum plan year contribution is \$5,000 for dependent care and \$3,000 for the health care flexible spending accounts. Claims for expenses incurred during the plan year will be accepted up to 90 days after the plan year ends. That is, the last day to file claims for a plan year ending June 30 is September 30 of the same year. **Contributions not claimed before the 90 day period expires are forfeited under the "use it or lose it" federal IRS requirement.**

## 5.6 Term Life Insurance

### 5.6.1 Core Term Life Insurance

Core term life insurance with accidental death and dismemberment coverage is a benefit provided by the College at no cost to eligible employees. The benefit is equal to your base annual pay. The value of insurance in excess of \$50,000 is considered a taxable benefit. Those who earn less than \$50,000 but purchase supplemental term life insurance may be subject to this tax if the combined total insurance exceeds \$50,000. Employees have the option to "cap" their core term life insurance to \$50,000 in order to limit their tax liability. All eligible employees should receive the group life insurance benefits certificate when hired or on becoming eligible for the benefit. The appropriate forms for enrolling and designating beneficiaries may be obtained from the Benefits Office.

### **5.6.2 Supplemental Term Life Insurance**

Employees have the option of choosing supplemental term life insurance for themselves. This optional life insurance does not include Accidental Death & Dismemberment benefits. The cost of the supplemental term life insurance is based on your age. Supplemental insurance may be purchased in amounts of \$25,000, \$50,000, \$100,000 or \$150,000. During open enrollment, employees wishing to increase coverage or electing coverage for the first time must complete the life insurance application and Medical History Statement. Forward completed forms to the Benefits Office. Once the carrier approves the application, pre-tax payroll deductions will begin. Newly hired or eligible employees electing \$25,000 or \$50,000 of supplemental insurance within 30 days of eligibility will not have to apply for medical approval. However, newly hired or eligible employees electing \$100,000 or \$150,000 of supplemental insurance must complete the life insurance application and Medical History Statement. Once the carrier approves the application, pre-tax payroll deductions will begin. The appropriate forms for enrolling may be obtained from the Benefits Office.

## **5.7 Disability Insurance**

The purpose of disability insurance is to replace a portion of your income if illness or accident prevents you from working for an extended period of time. Typically, benefit payments are calculated as a percentage of monthly earnings, and are paid after an employee has been absent from work due to a disability for a specific period of time. Disability means the employee is sick or injured to the degree that they are unable to work in his or her regular occupation within sixty months. After sixty months, disabled means the employee is unable to engage in any occupation for which he/she is reasonably fitted by education, training, or experience.

### **5.7.1 Short-Term Disability Insurance**

The College provides eligible employees the opportunity to purchase optional short-term disability insurance with pre-tax payroll deductions. Newly hired or eligible employees must fill out an application and forward it to the Benefits Office within the first 30 days of hire or on becoming eligible for the benefit. If the employee becomes disabled, the plan provides a monthly income benefit, including any social security or workers' compensation payments, equal to sixty-six and two-thirds ( $66\frac{2}{3}$ ) percent of your base monthly pay up to the plan maximum. Upon approval of the insurance carrier, the benefit begins with the first day of the month following three (3) months of continuous disability. Additionally, the plan provides for the continuation of College retirement contributions to the employee's regular annuity plan provided the employee is a member of the plan. Appropriate forms for enrolling may be obtained from the Benefits Office. During open enrollment, current employees who wish to purchase short-term disability insurance as a new benefit must complete the life insurance application and Medical History Statement. Forward completed forms to the Benefits Office. Once the carrier approves the application, payroll deductions will begin.

### **5.7.2 Core Long-Term Disability Insurance**

The College provides core long-term disability insurance at no cost to eligible employees. Newly hired or eligible employees must fill out an application and forward it to the Benefits Office within the first 30 days of hire or on becoming eligible for the benefit. If you become disabled, the plan provides a monthly income benefit, including any social security or workers' compensation payments, equal to sixty-six and two-thirds ( $66\frac{2}{3}$ ) percent of your base monthly pay up to the plan maximum. The benefit begins with the first day of the month following six (6) months of continuous disability. Additionally, the plan provides for the continuation of College retirement contributions to your regular annuity plan provided you are a member of the plan. All eligible

employees should receive the group total disability benefits certificate when hired or on becoming eligible for the benefit. The appropriate forms for enrolling may be obtained from the Benefits Office.

## **5.8 Continuation of Coverage (COBRA)**

For eligible employees electing health insurance, COBRA (Consolidated Omnibus Budget Reconciliation Act) requires that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage. “Continuation of Coverage” is offered at group rates in certain instances where coverage under the plan would otherwise end (qualifying events). An employee does not have to show that he/she is insurable to choose continuation of coverage. However, under the law, an employee may have to pay all or part of the premium for the continuation of coverage including administrative fees. This notice serves to inform employees of the College, in a summary fashion, of his/her rights and obligations under the continuation of coverage provisions of the law.

### **5.8.1 Eligibility for Continuation of Coverage**

#### **a. Employees**

An employee of the College covered by a group health plan may have a right to choose this continuation of coverage if he/she loses his/her group health coverage because of a reduction in hours of employment or the termination of employment.

#### **b. Spouses of Employees**

The spouse of an employee covered by a group health plan may be a qualified beneficiary and may have the right to choose continuation of coverage, if he/she loses group health coverage under a group health plan for reasons such as:

- death of spouse;
- termination of spouse’s employment or reduction in spouse’s hours of employment;
- divorce or legal separation from spouse;
- spouse becomes eligible for Medicare coverage.

#### **c. Dependent Children**

A dependent child (a child born to, or placed for adoption with, the covered employee during a period of continuation of coverage) of an employee covered by a group health plan is also a qualified beneficiary. Dependent children have a right to continuation of coverage if group health coverage is lost for any of the following reasons:

- death of a parent;
- termination of a parent’s employment or reduction in a parent’s hours of employment;
- parents’ divorce or legal separation;
- a parent becoming entitled to Medicare; or
- dependent child ceases to meet their group health plan definition of a dependent.

### **5.8.2 Separate Elections**

If there is a choice of types of coverage under a plan, an employee or former employee who is eligible for continuation of coverage is entitled to make a separate election from the types of coverage available. For example, a spouse or dependent child is entitled to elect continuation of coverage even if the covered employee does not make that election. Similarly, a spouse or dependent child may elect a different coverage from the coverage that the employee elects.

### **5.8.3 Employer and Employee Responsibilities**

The employee or a family member has the responsibility to inform the Benefits Office of a divorce, legal separation, or a child losing dependent status under a group health plan, within 60 days of the date of the event. In addition, the employee or a family member must inform the Benefits Office of a determination by the Social Security Administration (SSA) that the employee or covered family member was disabled during the 60-day period after the employee's termination of employment or reduction in hours. This notification must be made within 60 days of SSA determination and before the end of the original 18-month continuation of coverage period. (See *Special Rules for Disability* below.) If, during continued coverage, the Social Security Administration determines that the employee or family member is no longer disabled, the individual must inform the Benefits Office of this re-determination within 30 days of the date it is made. After notification that one of these events has happened, the employee will be notified that he/she has the right to choose continuation of coverage. An employee has 60 days from the date he/she would lose coverage because of one of the events described above to inform the Benefits Office that he/she wants continuation of coverage. If an employee does not choose continuation of coverage within the 60 day period, the employee's group health coverage will end. If the employee chooses continuation of coverage, the plan will provide coverage identical to the coverage provided under the plan to similarly situated employees or family members. This means that if the coverage for similarly situated employees or family members is modified, the employee's coverage will be modified. *Similarly situated* refers to a current employee or dependent who has not had a qualifying event.

### **5.8.4 Length of Coverage**

In compliance with COBRA, the opportunities for an employee to continue their health coverage vary according to the qualifying event(s).

- Employees terminated for reasons (see page 57) (5.8.1) whose hours are reduced may continue their coverage for 18-months.
- In the event of an employee death, divorce, legal separation, employee's Medicare entitlement, or loss of child dependent status, coverage may be continued for 36-months.
- If the employee or covered family member is disabled at any time during the first 60 days of their 18-month continued coverage, the period is extended to a total of 29 months. The 29-month extension applies to the disabled individual and to all other qualified beneficiaries. The disability status is determined by the Social Security Administration. The 29-month continuation period may be extended to 36 months if certain additional qualifying events occur during the 29-month period.
- In no event will coverage extend beyond 36 months from the date of the event that originally made the employee or a qualified beneficiary eligible to elect continuation of coverage. The Benefits Office must be notified if a second qualifying event occurs during the continuation of coverage period.

#### **a. Continuation of Coverage May Be Cut Short**

An employee's continuation of coverage may be cut short prior to the expiration of the 18-, 29-, or 36- month period for *any* of the following reasons:

- The College no longer provides group health coverage to any of its employees.
- The premium for continuation of coverage is not paid within the applicable grace period.
- The individual becomes covered under any other group health plan, and the individual is not excluded or limited with respect to any preexisting condition. (other than an exclusion or limitation that, after July 1, 1997, does not apply to, or is satisfied by, the individual under the provisions of the Health Insurance Portability and Accountability Act of 1996).
- The individual becomes entitled to Medicare.
- The Social Security Administration makes a final determination that the individual is no longer disabled.

#### **5.8.5 Conversion Plan**

At the end of the 18-, 29-, or 36-month continuation of coverage period, an employee is allowed to convert to an individual health plan provided by the Plan. Once continuation of coverage terminates for any reason, it cannot be reinstated.

#### **5.9 The O'Connor Plan (Employee Assistance Program)**

All regular full-time employees, core employees, and their immediate family members are eligible for the O'Connor Plan EAP services beginning the first of the month coinciding with or following their date of hire. The O'Connor Plan EAP provides short-term assistance in a confidential and professional manner to help with a variety of personal and career-related issues. The plan offers assistance with workplace conflicts, marital or family problems, emotional distress (depression, stress), alcohol abuse, drug abuse, and other personal difficulties. There is no cost to eligible employees for the services provided by the O'Connor Plan. Five free counseling sessions are provided per diagnosis. If outside referral services are recommended, fees charged by those professionals will be the responsibility of the employee in coordination with the employee's health insurance. To speak with an Employee Assistance Program (EAP) professional, to schedule an appointment, or for more information, call 1-800-765-0770. EAP services are available 24 hours a day, seven days a week.

#### **5.10 Workers' Compensation**

If an accident or injury occur on the job, the College and all its employees are covered by workers' compensation insurance. All accidents are to be reported to Human Resources within 24 hours so that necessary insurance forms may be filed in a timely manner. There are three forms required to be completed and forwarded to Human Resources within the 24 hour period: (1) Supervisor's Accident Investigation Report, (2) Employee Accident and Injury Report and the (3) First Report of Injury. These forms can be found at <http://www.loyola.edu/hr/forms/benefits/workcomp>. When it is necessary to see a physician or to go to a hospital with a work-related injury, tell the health care provider that this is a work-related injury and that workers' compensation is liable for any expenses, not personal or group insurance. Invoices for medical services or prescriptions should be forwarded to the Benefits Manager in Human Resources, 4501 N. Charles Street, Baltimore, MD 21210. Workers' compensation insurance pays all *bona fide* medical expenses plus a percentage of an employee's base salary for a limited amount of time should it be necessary to be absent from work. Pay, retirement contributions and leave accruals are suspended during the period of workers'

compensation disability. However, an employee may choose to receive full pay, retirement and leave accruals by using his/her accumulated sick, vacation and/or personal leave during this absence. If this option is chosen, the supervisor must be immediately notified so the absence is recorded appropriately on the time sheet or administrative leave report. No one under any circumstances may be paid in full by the College and receive workers' compensation payments at the same time. Any money received from the workers' compensation insurance during this paid leave period must be turned over to Loyola College. Further information may be obtained from Human Resources or from the Maryland Workers' Compensation Commission, 10 East Baltimore Street, Baltimore, MD 21202, (410) 864-5100.

## **5.11 Retirement Program**

The College provides four ways for eligible employees to save for a secure financial future in their retirement. In addition to Social Security and Savings Bonds, the College's sponsors a regular retirement plan and a tax-deferred annuity plan. Eligible employees' contributions are placed directly into their retirement accounts on a tax-deferred basis. The tax liability is reduced because employees do not pay federal or state (in most states) taxes on their contributions until the contributions are withdrawn.

### **5.11.1 Regular Retirement Plan**

The Regular Retirement Plan allows participants to make voluntary tax-deferred contributions to a tax-deferred retirement account. The tax-deferred status of the retirement contributions are governed by the Internal Revenue Code. To participate in this Plan, an employee must complete a Salary Reduction Agreement and the necessary enrollment form(s). Investments are made at the direction of the participant into one of the College-approved investment companies. The College does not make plan contributions to a participant's retirement account during periods of unpaid leave. In order to receive the College retirement contribution of eleven percent of base pay, all of the following must apply:

- You must be an eligible (define) employee, and
- Attained age twenty-one, and
- Completed one year of service at the College (at least 1,000 hours over 12 months), and
- Make a tax-deferred employee contribution of two percent of base pay.

The one-year waiting period may be waived if one year of continuous full-time employment (just prior to employment with the College) has been completed at an accredited four-year higher educational institution. Both the College contribution and two percent employee contributions are directed into the participant's regular retirement account. Further details and information may be obtained from a member of the Benefits Office.

### **5.11.2 Tax-deferred Annuity Plan (Supplemental Savings Plan)**

A supplemental savings plan is available to all employees the first of the month coinciding with or following their date of hire. Employees do not have to be eligible for the College Regular Retirement Plan to participate. The plan allows participants to make voluntary tax-deferred contributions to a retirement account by completing the salary reduction agreement (SRA) and the enrollment forms. Tax-deferred retirement contributions to a supplemental savings plan are governed by the Internal Revenue Code. Investments are made at the discretion of the participant into one of the College-approved investment companies. Please contact the Benefits Office for details about this benefit.

### **5.11.3 Savings Bonds**

The College offers a payroll deduction plan for U.S. Savings Bonds. The plan permits EE savings bonds to be purchased through regular allotments from the employee's paycheck. Series EE bonds may be redeemed at any time after six months from the issue date. Reporting of interest for federal income tax purposes may be deferred until EE bonds are cashed, disposed of, or reach final maturity, whichever comes first. U.S. Savings Bonds offer tax-free interest to parents who use them to pay for tuition and fees at colleges, universities and qualified technical and vocational schools during the year in which the bonds are redeemed. Brochures and enrollment applications are available in the Human Resources Department.

### **5.11.4 Social Security (FICA – FICM)**

All employees must participate in Social Security. Social Security provides a retirement fund for individuals who have worked the number of years required for eligibility. Other Social Security benefits include disability income, survivor, dependent and medical benefits. The employee's compensation is matched by a College contribution. The employee and College contributions are determined at rates established by the federal government. Further information may be obtained from the Social Security Administration, 6401 Security Boulevard, Baltimore, MD 21235, (410) 965-1234.

## **5.12 Tuition Remission and Tuition Exchange Benefits**

Regular full-time employees, their spouses, dependent children, and part-time employees may apply for tuition remission benefits at Loyola College. The tuition remission benefit applies only to tuition charges. The employee is responsible for all other charges, such as books, fees, special charges, and independent studies. Ph.D., Executive MBA, and Fellows courses; continuing education units; courses that have not met minimum enrollment; and courses over maximum enrollment levels are not covered.

All prospective students must meet the criteria established by the College for admission. Specific information regarding admission criteria may be obtained from the Admissions Office.

### **5.12.1 Full-Time Employee Eligibility**

Regular full-time employees receive 100% tuition remission effective the first full semester following the completion of one year of continuous employment. To continue in the tuition remission program, employees must remain in an eligible academic and employment status. This benefit is extended to retirees.

### **5.12.2 Part-time Employee Eligibility**

Regular part-time employees with a minimum of one year of continuous service receive tuition remission on a pro-rated basis. For example, someone working 40% of a regular full-time schedule would be eligible for 40% tuition remission. Spouses and children of part-time employees are not eligible for tuition remission benefits.

### **5.12.3 Course and Credit Guidelines for Employees**

Tuition remission for eligible employees is limited to a maximum of two undergraduate or graduate courses or six credit hours per fall and spring semesters, whichever is less. Each summer session (SUI, SUII and Alternate) is treated as one semester, and one course will be authorized during any given summer session. Summer courses overlapping into another summer session will not be authorized for tuition remission. There is no limit on the number of undergraduate and graduate degrees obtained by employees through tuition remission.

#### **5.12.4 Flex Schedule for Staff Employees**

The College encourages supervisors to support the professional development of staff employees by allowing flexible work schedules, as long as the workflow of the department is not affected. Employees may attend one course per semester (fall/spring) during the normal workday without being required to use vacation or personal leave provided that:

- The course is not offered at a time outside regular working hours;
- The employee obtains the supervisor's approval by completing a Flex Schedule Form (for the employee to attach to the tuition remission application) prior to registration;

Flex Schedule Forms may be obtained from the Human Resources Department website at <http://www.loyola.edu/hr>.

#### **5.12.5 Taxation of Tuition Remission Benefits**

Employees may receive up to \$5,250 of non-taxable tuition remission benefits at the undergraduate and/or graduate level each year. Tuition remission benefits over \$5,250 are taxable and will be reported as wages. There are two exceptions to this rule: The IRS excludes research personnel whose employment is related to their student status from taxable tuition benefits; and, taxes may not be withheld on graduate level courses taken by an employee if the course is directly related to the employee's job. New regulations are published annually by the IRS for taxation of tuition remission benefits.

#### **5.12.6 Employee Separation from the College**

If an employee separates from Loyola College prior to the end of the semester or summer session, the pro-rated balance of the tuition is the employee's responsibility. The same is true of an employee who loses eligibility.

#### **5.12.7 Application Process**

Applications for tuition remission benefits are available in the Human Resources Department and must be completed, authorized and returned prior to the beginning of the semester or summer session. Completed applications for tuition remission and an authorized Flex Schedule Form, if applicable, are to be forwarded or delivered to the Human Resources Department for approval. Approval from Human Resources requires a 24-hour turn-around-time. It is the employee's responsibility to arrange adequate time to complete the application and approval process prior to the start of classes.

#### **5.12.8 Spouse**

Tuition remission benefits for a spouse apply to tuition charges for undergraduate and graduate level credit courses listed in the College catalogue. All prospective students must meet normal criteria for admission. Specific information regarding admission criteria may be obtained from the Admissions office.

##### **5.12.8.1 Eligibility**

An eligible spouse of a regular full-time employee is entitled to 100% tuition remission benefits effective the first full semester following the employee's completion of two full years of continuous employment.

##### **5.12.8.2 Taxation of Tuition Remission Benefits**

A tuition remission benefit for an eligible spouse taking undergraduate level courses is not considered a taxable benefit. Currently, spouses receiving tuition remission at the graduate level is considered to be a taxable benefit to the

employee. Regulations published annually by the IRS provide the criteria for taxation of tuition remission benefits.

#### **5.12.8.3 Separation from the College**

If an employee separates from Loyola College prior to the end of the semester or summer session, the pro-rated balance of the spouse's tuition will be the employee's responsibility. The same is true if an employee loses eligibility.

#### **5.12.8.4 Spouse's Application Process**

Applications for tuition remission benefits are available in the Human Resources Department and must be completed and authorized prior to the beginning of the semester or summer session. Completed applications for tuition remission are sent or delivered to the Human Resources Department for approval. Approval from the Human Resources Department requires a 24-hour turn-around-time. It is the applicant's responsibility to arrange adequate time to complete the application and the approval process prior to the start of classes. If the spouse is attending Loyola College on a full-time basis only one tuition remission application should be completed, and both fall and spring semesters should be checked on the application.

#### **5.12.8.5 Spouse Charges**

The Tuition Remission benefit for spouses only covers the cost of tuition; it is the employee's responsibility to pay for charges (such as books, fees, special charges, and independent studies). In addition, Ph.D., Executive MBA, and Fellows courses; continuing education units; courses that have not met minimum enrollment; and courses over maximum enrollment levels will not be covered.

### **5.12.9 Dependent Children**

"Eligible dependent child" is defined by the Internal Revenue Service. If the joint or non-custodial parent is the person requesting remission for a son or daughter, the year in which remission is granted is the year the child must be claimed as a legal dependent of the eligible full-time Loyola-employed parent or retiree. Stepchildren will also be granted remission if they are claimed as dependents for tax purposes. Eligible full-time employees applying for tuition remission benefits for dependent children or stepchildren must provide a copy of their most recent federal tax return (1040) for each year in which the child receives remission to verify dependency. If tax returns are not submitted, on time, the person employed will be charged retroactively and required to pay the cost of the tuition to the College. Tuition remission benefits for a dependent child apply only to tuition charges for undergraduate level credit courses listed in the College catalogue. All prospective students must meet normal criteria for admission. Specific information regarding admission criteria may be obtained from the Admissions office.

#### **5.12.9.1 Eligibility**

An eligible dependent child of a regular full-time employee is entitled to 100% tuition remission benefits effective the first full semester following the employee's completion of five full years of continuous employment.

#### **5.12.9.2 Course and Credit Guidelines**

An eligible dependent child may take courses at Loyola College toward 1 undergraduate degree. The tuition benefit for dependent children is limited to 10 semesters (5 academic years) for an undergraduate degree. Therefore, dependent children are encouraged to attend Loyola College on a full-time basis. Dependent children may also take general undergraduate level courses during the academic year and/or summer sessions not related to obtaining a degree.

### **5.12.9.3 Separation from the College**

If an employee separates from Loyola College prior to the end of the semester or summer session, the pro-rated balance of the child's tuition will be the employee's responsibility. The same is true if an employee loses eligibility.

### **5.12.9.4 Application Process**

Applications for tuition remission benefits are available in the Human Resources Department and must be completed and authorized prior to the beginning of the semester or summer session. Completed applications for tuition remission are sent or delivered to the Human Resources Department for approval. Approval from the Human Resources Department requires a 24-hour turn-around-time. It is the employee's responsibility to allow adequate time to complete the application and approval process prior to the start of classes. If the child is attending Loyola College on a full-time basis, one tuition remission application should be completed, and both fall and spring semesters should be checked on the application.

### **5.12.9.5 Charges**

The Tuition Remission benefit only covers the cost of tuition; it is the employee's responsibility to pay for all other charges, such as books, fees, special charges, and independent studies. In addition, Ph.D., Executive MBA, and Fellows courses; continuing education units; courses that have not met minimum enrollment; and courses over maximum enrollment levels will not be covered.

### **5.12.9.6 Tuition Remission Death Benefit**

The spouse and dependent children of a full-time employee who dies while employed by Loyola College, will be granted pro-rated tuition remission benefits at Loyola College based on the employee's length of service. An eligible spouse may receive 10% of tuition remission for undergraduate and graduate level coursework at Loyola for each completed year of the employee's continuous full-time service. Eligible dependent children also receive 10% of tuition remission for each completed year of continuous full-time service. Spouse and dependent children's benefits are limited to undergraduate level course work at Loyola. The tuition remission death benefit does not apply to high school tuition, FACHEX or The Tuition Exchange, Inc. programs.

### **5.12.10 Faculty, Administrators and Staff Exchange (FACHEX) Program**

The College participates in a Jesuit Faculty and Staff Children Exchange Program (FACHEX). FACHEX is an undergraduate tuition remission program for dependent children of eligible full-time employees. It permits a limited number of dependent children who are eligible for tuition at Loyola College to receive the same benefit from a majority of Jesuit colleges and universities. Benefits are subject to the individual student applying and meeting the full-time admission criteria at the given school. A list of participating schools may be obtained on the Human Resources Department website at <http://www.loyola.edu/hr>. Specific information regarding admission procedures and criteria may also be obtained directly from the schools participating in the FACHEX program.

#### **5.12.10.1 Eligibility**

Eligibility for FACHEX tuition remission for dependent children of full-time employees is effective the first full semester following the employee's completion of five full years of continuous service. The employee must continue to meet Loyola's eligibility criteria to remain eligible.

#### **5.12.10.2 Value of FACHEX Tuition Remission**

The amount of the full FACHEX remission is defined by the terms and conditions set by the host institution.

#### **5.12.10.3 Course and Credit Guidelines**

FACHEX tuition remission pertains to full-time enrollment during the regular academic semesters. Summer courses, prerequisite courses, and mini-semester courses are not covered by this benefit. Loyola reserves the right to limit the number of FACHEX tuition scholarships it offers in order to maintain a balance between the number of exported students and imported students.

#### **5.12.10.4 Taxation of FACHEX Tuition Remission Benefits**

FACHEX tuition remission for a dependent child is not considered a taxable benefit. Regulations are published annually by the IRS, and provide the criteria for taxation of tuition remission benefits.

#### **5.12.10.5 Application Process**

The dependent child applies for admission to one or more of the FACHEX schools. At the same time, eligible employee complete the Tuition Scholarship Preliminary Application. The Tuition Scholarship Preliminary Application may be obtained on the Human Resources Department website at <http://www.loyola.edu/hr>. Attach your most recent 1040 tax form, and forward it with your completed Tuition Scholarship Preliminary Application to the Loyola Human Resources Department. The Loyola Human Resources Department contacts the individual school(s) to verify eligibility once the completed paperwork is received and approved. Each year it is the employee's responsibility to verify to the Human Resources Department that the student will be returning to the school. The Human Resources Department must submit a re-certification form each year to the school for returning students. If the Human Resources Department does not receive notification each year, the re-certification will not be submitted and the tuition remission benefit may be forfeited. There are no guarantees given to eligible employees that their dependent children will be received into the FACHEX program at the college or university of their choice. Each FACHEX school determines the maximum number of FACHEX awards available and sets its own criteria for deciding who is going to receive the benefit. Students should contact the schools directly concerning the possibility of any openings that might be available.

#### **5.12.10.6 Separation from the College**

If an eligible employee separates from Loyola College or loses eligibility prior to the end of the semester, the student may be allowed to continue through the end of the semester but loses eligibility for the next term.

#### **5.12.10.7 Charges**

Students participating in the FACHEX program are expected to pay all fees assigned by the institution receiving the student. These fees may include but are not limited books, lab fees, room and board charges.

### **5.12.11 Tuition Exchange, Inc. (TE) Program**

Loyola College belongs to Tuition Exchange, Inc., a national network of over 530 higher education institutions. Membership includes private as well as public institutions, liberal arts colleges and comprehensive institutions of higher education, and specialized schools. Dependent children of eligible employees may apply for undergraduate admission to one of the participating institutions. If the eligible dependent child is accepted, he or she is eligible for tuition remission subject to the terms and conditions set by the admitting institution. All prospective students must apply and meet the full-time criteria for admission. There are no guarantees given to eligible employees that their dependent children will be awarded a TE scholarship at the college or university of their choice. Each TE school determines the maximum number of awards available and sets its own criteria for deciding who is going to receive the benefit. Students should contact the schools directly concerning the possibility of available TE scholarships, admission procedures, and criteria.

#### **5.12.11.1 Eligibility**

Eligibility for TE remission for dependent children of full-time employees is effective the first full semester coinciding with or following completion of five years of continuous service. The eligible employee whose employment conveyed eligibility for tuition remission must continue to also meet Loyola's eligibility criteria.

#### **5.12.11.2 Value of TE Tuition Remission**

Tuition Exchange, Inc. sets a minimum rate of tuition remission each year for participating schools. The host institution sets the amount of TE remission to award each year. Most member schools offer a basic award of full tuition or the minimum rate. Schools have the option to charge students the difference between their tuition and the minimum rate. Some schools with tuition less than the minimum set rate may offer more than basic tuition awards. Information regarding rates may be obtained from the Human Resources Department.

#### **5.12.11.3 Course and Credit Guidelines**

Tuition remission pertains to full-time, undergraduate enrollment during regular academic semesters. No summer courses or prerequisite courses are included in this benefit. There is a limit of 8 semesters to receive TE remission. Even dependents eligible for TE scholarships are not guaranteed an award. The fact that an institution belongs to TE only allows eligible employees the right to apply for a scholarship. Loyola may have to limit the number of TE scholarships it offers in order to maintain the required balance between the number of exported students and imported students.

#### **5.12.11.4 Taxation of TE Tuition Remission Benefits**

TE tuition remission scholarships received by a dependent child are not considered a taxable benefit. Regulations published annually by the IRS provide the criteria for taxation of tuition remission benefits.

#### **5.12.11.5 Application Process**

When your eligible child begins thinking about applying to TE colleges, he/she should request that Loyola College send a notice of eligibility to those participating schools by completing the Tuition Scholarship Preliminary Application. These forms may be obtained on the Human Resources Department website at <http://www.loyola.edu/hr>. The completed form along with the most recent 1040 tax form, should then be forwarded to the Human Resources Department. It will be the responsibility of the Human Resources Department to contact the individual schools to verify eligibility once the completed paperwork is received. Tuition Exchange scholarships are competitive. Applicants must first meet all regular admittance requirements of the college or university to which they have applied. Only then may an applicant be considered for a Tuition Exchange scholarship. More competitive institutions may receive a higher number of applications from qualified students than they can accept. These institutions take additional steps to select among qualified candidates, establishing a lottery system, higher academic standards, or a rolling acceptance policy. To avoid disappointment, applicants should apply early and apply to one or two less competitive institutions as well as to their first choice.

#### **5.12.11.6 Retaining Scholarships**

Tuition Exchange students must meet the institution's standards for academic performance and personal conduct to retain their scholarship. The employee related to the student must also continue meet eligibility criteria. Each year it is the employee's responsibility to verify to the Human Resources Department that the student will be returning to the school. The Human Resources Department then submits a re-certification form to the TE school for the student returning that year. If the Human Resources Department does not receive notification from the eligible employee each year, the re-certification will not be submitted and the tuition remission benefit may be forfeited.

#### **5.12.11.7 Separation from the College**

If an eligible employee separates from Loyola College or loses their eligibility status prior to the end of the semester, the student may be allowed to continue through the end of the semester but loses eligibility for the next semester.

#### **5.12.11.8 Charges**

Students participating in the TE program are expected to pay for all books, fees and room and board charges assigned by the institution receiving the student, unless those items are specified as a part of the award. For more information, the Human Resources Department website has direct links to the TE and the FACHEX programs. Questions about the TE and FACHEX policies may also be directed to the Benefits Office.

#### **5.12.12 High School Tuition Remission**

Eligible full-time employees may also request tuition remission for their dependent children to attend Mercy High School, Calvert Hall and/or Loyola Blakefield. To participate in the high school tuition remission benefit, dependent children must submit the appropriate admission application and be accepted for admission as a full-time student at the respective high school. Specific information regarding admission procedures and criteria may be obtained directly from the high school.

#### **5.12.12.1 Eligibility**

Staff, Administrators and Faculty hired on or after February 1, 2004 are not eligible for the high school tuition remission benefit. However, full-time employees hired prior to February 1, 2004 are grandfathered and will continue to receive high school tuition benefits for their eligible dependent children. Tuition remission for dependent children of grandfathered full-time employees is effective the first full academic year (not semester) following the completion of five years of continuous service. Employees participating in the high school tuition remission benefit must continue to meet Loyola's eligibility criteria to continue in the program. If provisions of the contracts with the participating high school change, the College may also change, adjust or abolish the high school remission benefits at that same time.

#### **5.12.12.2 Course and Credit Guidelines**

High school tuition remission benefits are limited to four years per dependent child. This benefit covers only high school tuition for full-time enrollment during the regular academic semesters. Summer courses and prerequisite courses are not included in this benefit.

#### **5.12.12.3 Taxation of Tuition Remission Benefits**

The high school tuition remission benefit for a dependent child is not considered a taxable benefit at this time. Regulations are revised and published annually by the IRS. Please check the IRS criteria for taxation of tuition remission benefits with the IRS or your tax advisor annually.

#### **5.12.12.4 Application Process**

To request high school tuition remission, a Dependency Certification form must be completed and submitted to the Human Resources Department. Each high school sets different deadlines for tuition remission benefits. This form and deadlines may be obtained on the Human Resources Department website at <http://www.loyola.edu/hr>. The employee is responsible for obtaining and completing a new Dependency Certification form each year tuition remission is requested. After the form is completed, attach your most recent tax form, and forward both items to the Human Resources Department before the appropriate deadline. The Human Resources Department will then contact the individual high schools to verify eligibility each year. If the Dependency Certification form or most recent tax form is not submitted on time, tuition remission may not be granted by the high schools.

#### **5.12.12.5 Separation from the College**

If an employee separates from Loyola College prior to the end of the semester, the student may be allowed to continue through the end of that semester, but loses eligibility for the next term. The same is true if an employee loses eligibility.

*Section VI.*

# LEAVE



## **VI. Leave**

Vacation and sick leave hours are accrued each pay period. These periodic accruals add to the number of hours or days available to take as paid vacation or sick leave.

### **6.1 Vacation**

Employees are encouraged to use their accrued paid vacation leave. Vacation leave may also be used to attend to personal matters or, when necessary, be used to supplement sick leave. Your vacation leave begins to accrue on your hire date; however, vacation leave may only be taken after the successful completion of your provisional period. Vacation leave does not accrue or accumulate during periods of unpaid leave.

#### **6.1.1 Computation**

##### **a. Full-time Staff Employees**

Full-time staff who work 12 months per year accrue 10 working days of vacation for each year of service. Following the completion of 3 years of continuous employment (at the beginning of the 4th year of continuous employment), staff begin to accrue at the rate of 15 vacation days per year. Following the completion of 8 years of continuous employment (at the beginning of the 9th year of continuous employment), staff begin to accrue at the rate of 20 vacation days per year. Staff earn accruals based on each hour paid during a normal pay period. Staff accrue vacation for regular hours worked; vacation hours are not accrued on overtime hours worked.

##### **b. Full-time Administrative Employees**

Full-time administrators who work 12 months per year accrue at the rate of 20 working days of vacation per year. Following the completion of 8 years (at the beginning of the 9th year of continuous employment), administrators begin to accrue at the rate of 25 vacation days per year.

##### **c. Other**

Employees who work less than full-time or full-time employees who work less than 12 months per year accrue vacation hours or days on a pro-rated basis using the appropriate administrative or staff annual total.

#### **6.1.2 Scheduling**

Use of vacation must be approved in advance by the individual's immediate supervisor. Supervisors may deny or limit requested vacation times that interfere with operations. Staff report their approved vacation hours on their time sheets and administrators report the approved leave on their Administrative Leave Reports each month.

### 6.1.3 Accumulation

Vacation leave does not accrue or accumulate beyond the maximum amount the employees are eligible to earn that year. For example, an employee who is eligible to earn 10 working days of vacation per year may not accumulate a total of more than 10 days at any one point in time.

| Staff                   |                     | Administrators          |                     |
|-------------------------|---------------------|-------------------------|---------------------|
| <i>Years of Service</i> | <i>Maximum Days</i> | <i>Years of Service</i> | <i>Maximum Days</i> |
| 0 - 4 years             | 10 vacation days    | 0 - 9 years             | 20 vacation days    |
| 5 - 9 years             | 15 vacation days    | 10 or more years        | 25 vacation days    |
| 10 or more years        | 20 vacation days    |                         |                     |

### 6.1.4 Payout of Unused Vacation Leave

Upon termination of employment, staff employees are paid for any remaining vacation accrual as soon as practicable following the employee's last pay for hours worked. Administrators must have the most recent twelve months (12) of signed Administrative Leave Reports on file in Human Resources upon termination in order to receive a vacation payout. When the Administrative Leave Reports are received in HR, the vacation payout will be made in the next available payroll cycle.

### 6.1.5 Faculty Transfers

Full-time faculty members who transition into a full-time administrative position begin to accrue vacation leave at a rate based on their total years of service. Full-time faculty members transferring into a part-time administrative position begin to accrue vacation leave on a pro-rated basis upon the transfer date. When faculty transfer to an administrative position, vacation is not provided in a lump sum based on years of service but begins to accrue each pay period. When an administrator (full-time or part-time) transfers to a faculty position, any unused vacation leave is paid upon the termination of their administrative employment. Payment will be made for unused vacation leave in the payroll cycle as soon as practical following the employee's last administrative pay, as described above. Administrators must have a minimum of twelve (12) months of signed Administrative Leave Reports on file in Human Resources upon termination, or they are not eligible to receive vacation payout. If any of the 12 required Administrative Leave Reports were delayed, but are then received in HR, the vacation payout will be made in the next payroll cycle available.

## 6.2 Sick Leave

Sick leave is paid leave granted to regular employees who are absent from work due to personal illness, injury, impairment, medical or dental appointments. Sick leave begins to accrue on the first day of employment. Sick leave shall not be used for any other purpose other than that described above. A doctor's certificate may be required for absences. Sick leave may only be taken by staff after the successful completion of their provisional period, and by administrators after 90 days of employment. For additional information, contact the Benefits Office at extension 1366.

### **6.2.1 Notifying Your Supervisor**

If you are ill, injured or unable to report to work, contact your supervisor at the beginning of the workday on each day of absence. Use the telephone number or method specified by your supervisor for this purpose. Failure to do keep a supervisor informed of your absence for three consecutive days may be considered job abandonment, unless circumstances made it impossible to communicate with the supervisor. Staff sick leave hours are reported on bi-weekly time sheets; administrators report sick leave on the monthly Administrative Leave Report.

### **6.2.2 Computing Sick Leave Accrual**

#### **a. Full-time Staff Employees**

Full-time staff who work 12 months per year accrue sick leave at the rate of 12 working days of sick leave annually. Following the completion of 4 years of continuous employment, staff begin to accrue at the rate of 20 sick days per year. Staff employees earn prorated accruals based on each hour paid during a normal pay period. Sick leave does not accrue for over-time hours worked.

#### **b. Full-time Administrative Employees**

Full-time administrators who work 12 months per year accrue sick leave at the rate of 20 working days of sick leave annually.

#### **c. Other**

Employees who work less than full-time or full-time employees who work less than 12 months per year accrue sick leave on a pro-rated basis.

### **6.2.3 Accumulation**

Employees may accumulate sick leave up to a maximum of six months (130 work days). Once the maximum amount of hours is accrued, sick leave hours are not added until the accumulated balance is goes below 130 work days. Sick leave accrual is suspended during periods of unpaid leave. No payment will be made for unused sick leave on termination of employment, except in cases of separation from the College due to disability.

### **6.2.4 Faculty Transfers**

A full-time faculty member transitioning into a full-time administrative position receives six months (130 work days) of paid sick leave upon effective date of transfer. A full-time faculty member transferring into a part-time administrative position receives a pro-rated amount of sick leave on the date of the transfer. Payment is not made for unused sick leave if an administrator or staff employee transfers into a faculty position.

## **6.3 Attendance Policy**

Employees are expected to be punctual and dependable. If an employee is unable to attend work, he/she must contact his/her supervisor within the timeframe established by the supervisor. All absences must be marked on the time sheet for staff and the monthly administrative leave report for administrators. Examples of the proper notation include: sick leave, vacation, personal time, holiday, FMLA (Family and Medical Leave Act), time without pay. Supervisors should contact the Director of Employee Relations and Professional Development for advice pertaining to issues of employee attendance including excessive absenteeism and/or lateness or leaving early.

### **6.3.1 Repeated Absenteeism**

Any absence for hospitalization or for 3 or more days may qualify for Family Medical Leave (FMLA). Family medical leave requires Supervisors to notify the Benefits Manager on extension 1366 on the third consecutive day of an employee's absence or if the employee is hospitalized. Employees who are repeatedly absent may create problems for their work units. Repeated or chronic absenteeism, other than FMLA qualified leave, may be considered by the supervisor as excessive. Excessive absenteeism may result in discipline, up to and including termination. Supervisors reserve the right to address excessive absenteeism by requiring a doctor's certification validating the employee's illness.

### **6.3.2 Counseling Guidelines**

- Five absences of two hours or more during a 12-month period may result in a discussion between the supervisor and employee. FMLA absences may not be included in this count. This is an opportunity for the supervisor to remind the employee of the policy, to inform the employee that his/her absences are approaching an excessive level and to request corrective action. The supervisor should remind the employee that assistance addressing the cause of the absences is available through the Human Resources Department or the College's Employees' Assistance Program (EAP).
- Six or more non-FMLA absences of two hours or more during a 12-month period may result in a written warning that the employee's absences are excessive; a copy of the warning should be forwarded to the Human Resources Department for the employee's personnel file. The supervisor should advise the employee to contact the Human Resources Department or the College's Employees' Assistance Program (EAP) for confidential assistance in addressing the cause of the absences. Any employee who will not or cannot correct a chronic excessive absence problem is subject to further disciplinary action up to and including termination.

### **6.3.3 Lateness**

Employees who are routinely late or leave early are subject to discipline, up to and including termination. The supervisor may notify staff employees who are routinely late/leave early, that their use of leave to cover these occurrences will not be approved. This notification should be in writing, with copies given to the employee and to the Human Resources Office. Any notified employee who will not or cannot correct their tardiness or early departure is subject to further disciplinary action up to and including termination.

## **6.4 Bereavement**

When a death occurs in an employee's immediate family, he/she is eligible to take paid bereavement leave up to a maximum of three (3) working days to attend viewings, the funeral and/or make funeral arrangements. For the purpose of this policy, immediate family includes parents, parents-in-law, grandparents, spouse, children and siblings.

## **6.5 Holidays**

Observed holidays include New Year's Day, Martin Luther King Jr. Day, Good Friday, Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Friday, Christmas Eve, and Christmas Day.

## **6.5.1 Holiday Pay**

### **a. Full-time Employees**

All full-time employees are paid their regular rate for observed holidays which are published annually. The employee must work or take paid leave for the balance of their usual work schedule for the pay period in which the holiday occurs. Staff employees required to work on any given holiday receive additional pay for the holiday or are given a compensatory paid holiday at a later time. This choice is made at the discretion of the supervisor. Administrators who are required to work on a holiday are given a compensatory paid holiday at a later time.

### **b. Part-time Employees**

Part-time employees are paid their regular rate for the number of hours usually worked by them on the day of the holiday.

### **c. Evening Shift Employees**

On official College holidays, evening shift employees receive holiday pay for the normal regular hours that would have been worked on the evening of that evening shift. The evening of an official College holiday, when administrative offices are closed during the day, is a paid holiday for evening employees. A Friday holiday would be a Friday evening holiday for evening employees.

## **6.6 Personal Leave Days**

All regular full-time staff are given three paid personal leave days during each benefit year. New employees are given personal leave days on a prorated basis. Whenever possible, personal leave days should be scheduled in advance. Personal leave is approved at the discretion of the supervisor. Personal leave days do not carry over from one benefit year to the next. Employees are not entitled to extra compensation in lieu of personal leave days. Personal leave does not convert to vacation benefits at termination, and are not paid out.

## **6.7 Family and Medical Leave Policy**

The Family and Medical Leave Act of 1993 (FMLA) ensures eligible employees for up to 12 weeks of unpaid, job-protected leave each year for qualified reasons. Under FMLA, the College may require eligible employees to substitute accrued paid time in lieu of unpaid time. The Benefits Manager administers the FMLA program for the College, including determining employee eligibility, notification, required reporting, and any return-to-work issues.

### **6.7.1 Eligibility for Family Medical Leave**

To be eligible for Family Medical Leave, an employee must:

- have worked at Loyola for a total of at least twelve consecutive months, and
- have worked at Loyola at least 1,250 hours over the previous 12 months prior to the day the leave commences or is to commence.

Eligible employees may receive up to a total of 12 workweeks of leave during a rolling 12-month period for one or more of the following reasons:

- the birth of a child, or to care for a newborn child during the first year of life; placement of a child for adoption or foster care, or to care for an adopted child or child in foster care during the first year;
- care of a spouse (or person who stands in substantially the same relationship), parent, dependent under age 18 with a serious health condition, and/or anyone for whom the employee is a foster parent or legal guardian;
- an employee's own serious health condition that renders the employee unable to perform the functions of the employee's job.

If a husband and wife both work for the College, and are eligible for FML, they are only entitled to a combined 12 workweeks of leave taken for birth, adoption, foster care, and to care for a parent. Both employees are entitled to the full 12 weeks for their own illness or to care for a sick child or spouse.

### **6.7.2 Requesting Leave**

Employees seeking to use family and medical leave are required to provide 30 days advance notice when the need for the leave is foreseeable. A written request for leave, medical or other certification, and a return-to-duty statement when appropriate may be required both prior to the leave and prior to reinstatement from the leave. When the leave is not foreseeable, notice should be given as soon as possible. In the case of medical emergencies, the employee or a family member should contact the department supervisor by telephone as soon as possible. The supervisor should then immediately contact the Benefits Office ext. 1365. In addition, when the leave is for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt a department's operation and the employee should work with the supervisor to schedule the use of leave. All leave requests are to be directed to the Benefits Office.

### **6.7.3 FMLA Definitions of Serious Health Conditions**

*Serious health condition* means an illness, injury, impairment, or physical or mental condition that involves either:

- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; **or**
- continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) due to:
  - (1) A health condition (including treatment or recovery) lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that **also** includes:
    - treatment two or more times by or under the supervision of a health care provider; **or**
    - one treatment by a health care provider with a continuing regimen of treatment; **or**
  - (2) pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; **or**

(3) A chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence; **or**

(4) A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; **or**

(5) Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

#### **6.74 Intermittent Leave**

An employee taking leave for personal illness or to care for a sick family member may take it on an intermittent basis, or by reducing scheduled work hours, if medical certification is provided that leave must be taken in that manner. Leave for birth or placement for adoption or foster care must conclude within 12 months of the birth or placement.

#### **6.75 Definition of Family Member**

*Family member* is defined as the employee's spouse, son, daughter or parent (but not a parent-in-law). A *son* or *daughter* is any child under 18 who is the biological child of the employee, who is adopted by the employee, or whom the employee supervises on a day-to-day basis and for whom the employee is financially responsible. A *son* or *daughter* is also defined as a child age 18 and over who is incapable of self-care because of a mental or physical disability. A parent is any individual who assumed day-to-day and financial responsibility for the employee when the employee was a child (*in loco parentis*).

#### **6.76 Definition of Healthcare Provider**

The definition of *Healthcare Provider* is a doctor of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctor practices; including physicians, podiatrists, dentists, clinical psychologists, optometrists, chiropractors (for certain treatments), Christian Science practitioners, nurse practitioners and nurse midwives performing within the scope of their practice as defined under state and federal regulations.

#### **6.77 Designating Leave**

It is the employer's responsibility to designate leave as FMLA leave. An employer may make such a designation even when an employee would rather not use any of his/her FMLA entitlement. An employer's designation must be based on information obtained from the employee or an employee spokesperson (e.g., spouse, parent, physician, etc., if the employee is incapacitated). In this regard, an employee must provide enough information to enable the employer to make a determination, or the employer must make further inquiry to obtain the additional information. It is the sole responsibility of the Benefits Manager in the Human Resources Department to determine an employee's eligibility, provide notification, and to designate FMLA leave.

### **6.7.8 Medical Certification**

For leaves involving serious health conditions, the College requires verification of necessity for family or medical leave by a healthcare provider. The information required shall include:

- date on which the serious health condition commenced and the probable duration of the condition;
- appropriate medical facts within the knowledge of the healthcare provider that would entitle the employee to take family or medical leave;
- an estimate of the amount of time that the employee is needed to care for a family member or a statement explaining the extent to which the employee is unable to perform the functions of his/her position; and
- expected return-to-work date.

Employees must submit certifications to the Benefits Manager within 15 calendar days of the date requested by the College. Failure to supply the required healthcare certification will result in leave not being designated as FMLA-qualifying and the time off could be deemed as excessive absenteeism. The College should request the medical certification at the time the employee requests leave or within two business days thereafter or, if leave was unforeseen, within two days of the leave commencing. During the leave, the College reserves the right to request re-certification of the medical condition that caused the employee to take the leave every 30 days and will inform the employee. The College may require the employee to report to the Benefits Manager on a pre-determined reporting schedule. These determinations are made by the Benefits Manager.

### **6.7.9 Paid Leave**

The College requires employees to substitute any accrued sick, vacation and/or personal leave for any part of leave taken under this policy. The employer must notify an employee that paid leave will be counted as FMLA leave within two business days of making that determination. The notice must be confirmed in writing and given to the employee on or before the following payday.

### **6.7.10 Health Benefits**

Employers are required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. An employee may choose not to retain group health plan coverage during an unpaid FMLA leave. However, when an employee returns from leave, the employee is entitled to be reinstated on the same terms as prior to taking the leave. In some instances, the employer may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave. The College follows these requirements.

### **6.7.11 Reinstatement**

An employee taking leave under FMLA will be returned to the employee's same position or to an equivalent position, unless there is a reduction in force, layoff, downsizing, or elimination of a position. Taking leave will not result in any loss of benefits or conditions of employment accrued prior to the beginning of the leave period. The College has the right, upon the employee returning from leave, to refuse to reinstate any benefits or condition of employment that has been discontinued for other employees similarly situated.

### **6.7.12 ADA and Workers' Compensation**

Under workers' compensation, an employee can be offered light duty. If the employee refuses light duty, this may result in the loss of workers' compensation benefits. Under the FMLA, an employer may offer light duty; however, it cannot compel or take any detrimental action if the employee declines light duty. The College runs leave for any workers' compensation injury, illness or impairment concurrent with FMLA if the employee is FMLA-eligible and the work-related absence is four or more days. When an employee is receiving workers' compensation, the employee may not elect, nor may the employer require the employee, to exhaust any form of accrued paid leave provided by the employer during any portion of the absence covered by the workers' compensation payments. A disability under the Americans with Disabilities Act (ADA) is not necessarily a serious health condition under the FMLA. Unlike the FMLA, the ADA requires an employer to make reasonable accommodations. Any questions involving the interaction of FMLA, ADA, and Workers' Compensation should be directed to the Benefits Office.

### **6.7.13 Confidentiality**

The College keeps all information relating to requests for family or medical leave confidential. This information will be used only to make decisions in regard to the provisions of the FMLA, ADA or Workers' Compensation policies, when applicable. Supervisors must submit all FMLA and other medical records to the Benefits Manager and should not retain any copies in their files. For further information concerning the handling of FMLA records, please contact the Benefits Office.

## **6.8 Parental Leave**

Parental Leave is paid leave granted to eligible full-time and core employees upon the birth, adoption or the assignment of a foster child. If employees qualify, parental leave runs concurrently with FML. The maximum amount of parental leave may not exceed six weeks of paid leave in any one twelve-month period.

Eligible employees must have three full months of continuous employment to be granted parental leave. Parental leave equals one week of paid leave for each full month of continuous employment as shown in the chart below:

|                                       |                                |
|---------------------------------------|--------------------------------|
| <b>4 months of employment</b>         | <b>= 1 week of paid leave</b>  |
| <b>5 months of employment</b>         | <b>= 2 weeks of paid leave</b> |
| <b>6 months of employment</b>         | <b>= 3 weeks of paid leave</b> |
| <b>7 months of employment</b>         | <b>= 4 weeks of paid leave</b> |
| <b>8 months of employment</b>         | <b>= 5 weeks of paid leave</b> |
| <b>9 months or more of employment</b> | <b>= 6 weeks of paid leave</b> |

Application for parental leave is made to the supervisor and authority to grant the leave is shared by the supervisor in consultation with the Director of Recruitment and Employment. The maximum amount of parental leave requested cannot exceed twelve weeks in any continuous twelve-month period for any individual or married couple, if both are employed by the College. If an employee does not return to work at the expiration of the parental leave, the paid leave will be considered to have included any vacation that otherwise would be due upon termination of employment. These policies are administered in compliance with the Family and Medical Leave Act of 1993. For more information, please contact the Human Resources Department at extension 2354.

## **6.9 Unpaid Personal Leave of Absence**

The employee's Divisional Vice President and the employee's immediate supervisor, in consultation with the Benefits Manager, may grant a requesting employee leave of absence without pay (other than FMLA leave) for a specified period of time if it does not conflict with the needs of the College and the work load of the unit concerned. Benefits may be maintained at the employee's expense for the specified period of absence. The employee shall be returned to his/her same position upon the return from an unpaid personal leave of absence unless the position has been eliminated due to an approved reorganization or reduction-in-force. An unpaid personal leave of absence shall not be approved for more than six months.

## **6.10 Professional Leave**

Administrators who wish to enroll in courses, workshops, or other off-campus programs lasting three or fewer days may request professional leave for that period of time. Permission for such absence may be authorized by the requesting individual's immediate supervisor provided the operation of the unit is not adversely affected. The Vice President decides upon requests for professional leave lasting more than three workdays, whether the days are consecutive or not. The status of compensation during a lengthy extended professional leave (two or more consecutive weeks) including salary and benefits will be governed by a written agreement signed by the Assistant Vice President for Human Resources, the appropriate Vice President and the President. The employee shall be returned to his/her same position upon the return from an unpaid professional leave of absence unless the position has been eliminated due to an approved reorganization or reduction-in-force. For further information concerning professional leave, contact the Benefits Manager.

## **6.11 Military Leaves of Absence**

### **6.11.1 Military Leave – Active Duty**

The College grants military leaves of absence to employees who volunteer or are called to serve on active duty in the armed forces of the United States. An employee taking a military leave must promptly notify his or her immediate supervisor of such leave and indicate, to the best of the employee's knowledge, the dates of such leave. Employees requesting military leave provide their immediate supervisors with a copy of their military orders. A copy of the military orders will be retained in the employee's personnel file housed in the Human Resources Department. Eligible employees' benefits and salary will be continued as follows:

- Continue salary, leave accrual, and retirement contributions for first thirty (30) calendar days of call to active duty.
- Continue participation in insurance benefits at the employee rates for six (6) months immediately following call to active duty. At the end of the six months, if employee chooses, he/she may elect COBRA for 18 months.
- Continue tuition remission benefits for spouse and dependents up to 24 months. If the length of military leave is greater than 24 months, a case-by-case review will be conducted by the Assistant Vice President for Human Resources with recommendations from the Director of Compensation and Benefits.
- Continue to make the Employee Assistance Program (EAP) available to activated reservists and their families for the duration of their service up to a maximum of five (5) years.

The rules and guidelines for allowable length of absence, return to work notification, reinstatement and reemployment rights will be governed by applicable federal law at the time of the veteran's return.

#### **6.11.2 Military Training**

Any regular employee called to active duty for National Guard or Reserve training duty receives up to fifteen (15) calendar days of paid leave during any calendar year. Full salary and benefits will be continued during this absence. A copy of the military orders are sent to Human Resources, and retained in the employee's personnel file. Employees who are in their provisional period are given an unpaid leave of absence.

#### **6.12 Jury Duty**

A regular or provisional employee summoned for jury duty or subpoenaed to testify is, upon presentation of the summons or subpoena, authorized to be absent from his/her work for the actual time required by such service. An employee so summoned must notify his/her immediate supervisor and the Human Resources Department as soon as possible after receipt of the summons. Full salary and benefits will be continued during this absence. A copy of the summons will be placed in the employee's personnel file.

*Section VII.*

# EMPLOYEE RELATIONS



## **VII. Employee Relations**

Employees with job-related issues or concerns, who need an interpretation of College employee policies, workplace mediation or conflict resolution services may request confidential assistance through the Human Resources Department. The Department also offers consultation to supervisors on improving work climate, employee performance, and team performance. Contact the Director of Employee Relations and Professional Development, extension 1367, for more information or a list of available resources.

*Section VIII.*

# PROFESSIONAL AND PERSONAL DEVELOPMENT



## **VIII. Professional and Personal Development**

The College encourages every employee – faculty, staff or administrator – to take advantage of the numerous opportunities for continuous learning offered within and outside of the College community. The Human Resources Department is committed to providing quality professional development opportunities to support career growth and professional excellence. For information about any professional development opportunities, contact the Director of Employee Relations and Professional Development at extension 1367.

### **8.1 Employee Professional and Personal Development**

A variety of events are offered throughout the year by the Employee Relations and Professional Development Office. Training programs are routinely communicated to employees via the NewsHound and employee mailings. The schedule of training programs currently being offered may be viewed at: <http://www.loyola.edu/hr>. More than 1100 on-line courses are currently being offered via **SkillSoft**, the College's web-based training program. Employee Relations and Professional Development also has videos, books, and other resources which may be borrowed by any College employee. The Office also offers assistance in preparing development plans, individual coaching and referrals to external training and development resources.

### **8.2 Faculty/Staff Assistance Program**

The College assists its administrators and staff employees with their professional development through remission of tuition for on-campus courses and other programs, through its management development and training program, and through College membership in professional organizations.



*Section IX.*

# REWARDS AND RECOGNITION



## **IX. Rewards and Recognition**

### **9.1 Service Awards**

Part-time and full-time regular employees in non-academic administrative and support staff positions are recognized for their service to the College at each five-year milestone of service. If a non-tenured faculty member transfers to a non-academic position, he/she becomes eligible for an award based on his/her total years of service. Each employee receives a personalized letter and certificate of service from the President on the date of their anniversary, and is given a brochure of gift choices appropriate for his/her level of service. Each March, the presentation of the service award gifts occurs for all milestone recipients at a special breakfast on Maryland Day. *If an employee retires after a milestone is reached but prior to the Maryland Day breakfast, that retired employee is entitled to select a gift appropriate to that milestone.* Contact the Director of Recruitment and Employment at extension 2354 for additional information.

### **9.2 Community Award**

The Loyola College Community Award recognizes staff employees displaying extraordinary initiative and dedication in their day-to-day performance for:

- enhancing the College or greater community environment in keeping with Loyola's mission, vision, and values;
- developing and or implementing a practical and cost or time-saving strategy; **or**,
- advancing safety awareness.

The Award is presented at the spring and fall Staff Luncheons. Nominations may be submitted online at <http://www.loyola.edu/communityaward>.



*Section X.*

# CODE OF CONDUCT



## **X. Code of Conduct**

### **10.1 Professional Standards and Business Conduct**

In addition to the specific responsibilities enumerated in their job descriptions, all employees are expected to perform their assigned duties courteously, efficiently, and promptly, and to conduct themselves as responsible and cooperative members of the College and community. Failure to fulfill these responsibilities may result in discipline up to and including termination.

### **10.2 Conflict of Interest**

#### **10.2.1 Gifts**

Employees may not solicit or accept, directly or indirectly, any gift, gratuity, or favor that has a substantial economic value that might reasonably be interpreted by others as potentially affecting his/her impartiality.

#### **10.2.2 Endorsement for College Use**

No employee of the College shall authorize for College use any product or service furnished by a firm in which the employee has a financial interest that would be enhanced as a result of such recommendation.

#### **10.2.3 Endorsement for Non-College Use**

When requested, College employees may provide references for products and services used by the College. The furnishing of such a reference is not to be construed and should not be presented as an official College endorsement, but rather as a statement of the personal opinion of the employee concerned. The approval of the appropriate Loyola Vice President is required for any official College endorsement made in print, the media or any other communication medium.

### **10.3 Copyright Policy**

It is the policy of the College to be in compliance with all laws and regulations governing the use of copyrighted materials. Copyright permission must be properly obtained in order to make copies of copyrighted material unless an exception applies. Departments and individuals acting within the scope of their authority as employees and faculty of the College may make "Fair Use" copies as defined in the College's Copyright Policy. The Office of Academic Affairs is charged with the responsibility of enforcing this policy.

### **10.4 Electronic Communications**

College email, Internet and telephone systems are provided for College business. Employees do not have a personal privacy right in any matter created, received, or sent from these College systems. The College, in its discretion, reserves the right to monitor and access any matter created, received, or sent from these systems. No email messages should be created or sent that may constitute intimidating, hostile, or offensive material. Interaction conducted through any

Loyola electronic system shall comply with all Loyola policies and rules of conduct. Additional information about electronic communications can be viewed at: <http://www.loyola.edu/campusresources/technologyservices/guide>.

### **10.5 Telephone Usage**

The College telephone system is provided for College business. Minimal use of the telephone system for necessary personal business during working hours is permitted if in the judgment of the supervisor the work routine is not disturbed. Using the College telephone system for personal long-distance calls is not permitted.

### **10.6 Harassment and Discrimination Policy and Procedures**

#### ***Purpose***

Loyola College does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, disability, marital status, or sexual orientation in the administration of any of its educational programs and activities or with respect to admission or employment. Prohibited discrimination includes harassment on the basis of a protected classification and harassment based on participation in any “protected activity”. Discrimination, including harassment, is inconsistent with Loyola’s commitments to excellence and respect for all individuals. Loyola is also committed to the free and vigorous discussion of ideas and issues, which are also protected by this policy.

#### ***Scope***

This Policy prohibits discrimination, including harassment, against students or employees of Loyola College by anyone on College property or at College-sponsored activities. This Policy applies to situations in which both the person alleging discrimination or harassment (the “complainant”) and the person accused of discrimination or harassment (the “respondent”) are employees or students of Loyola College.<sup>1</sup>

Allegations of discrimination or harassment made against a student in his/her capacity as a student are resolved through the student judicial process, rather than under this Policy. Allegations against student employees in their capacity as employees are resolved through this Policy and are reported to the Assistant Director of Student Life.

Allegations involving individuals who are not current employees or students of Loyola (e.g., applicants for admission or employment, alumni, independent contractors, vendors, recruiters) are addressed on a case-by-case basis using an appropriate procedure as determined by the Human Resources Department.

Harassment of others who are not members a protected classification is also prohibited by College policy and may be the subject of a complaint using either the Grievance Procedure for Complaints Made Against Faculty or the Grievance Procedure for Complaints Made Against Staff, Administrators, and Student Employees.

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<sup>1</sup> Loyola students and employees who are studying or teaching off-campus (e.g., semester abroad) or are on a leave of absence (e.g., medical leave, sabbatical) remain covered by this policy.

## ***Policy***

Loyola is committed to protecting the academic freedom and freedom of expression of all members of the College community. This policy against discrimination and harassment shall be applied in a manner that protects the academic freedom and freedom of expression of all parties to a complaint. Academic freedom and freedom of expression include but are not limited to the expression of ideas, however controversial, in the classroom, residence hall, and, in keeping with different responsibilities, and in workplaces elsewhere in the College community.

## ***Definition of Harassment***

Harassment means unwelcome verbal, written or physical conduct based on a protected classification (sex, race, age, etc.) that has the purpose or effect of unreasonably interfering with an individual's work or education (including living conditions) or that creates an intimidating, hostile or offensive environment.

Sexual harassment is a form of harassment with specific distinguishing characteristics. It consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's employment or education; or
- submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting an individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or education (including living conditions), or creating an intimidating, hostile or offensive environment.
- The conduct alleged to constitute harassment under this policy should be evaluated from the perspective of a reasonable person similarly situated to the complainant and considering all the circumstances.

In considering a complaint under Loyola's Harassment and Discrimination Policy, the following understandings shall apply:

- Harassment must be distinguished from behavior that, even though unpleasant or disconcerting, is appropriate to the carrying out of certain instructional, advisory, or supervisory responsibilities.
- Filing a complaint under this policy does not preclude an employee from filing a charge of employment discrimination with the EEOC, or Maryland Commission on Human Relations, within the time frames established by those agencies. Filing a complaint under this policy does not preclude a student from filing a written complaint with the Department of Education's Office of Civil Rights within 180 calendar days of the date of the alleged discrimination.

The following behaviors are also prohibited by the Harassment and Discrimination Policy:

## ***Retaliation***

It is a violation of Loyola's Harassment and Discrimination Policy to retaliate against any person for making an allegation or participating in an investigation of an allegation of harassment or discrimination. A complaint of retaliation may be pursued using the steps set forth in this Policy. When necessary, the College will monitor student grading or faculty/staff reappointment, tenure, promotion, merit review, or other decisions in order to ensure that prohibited retaliation does not occur. The College reserves the right to take immediate measures to prevent incidents of discrimination or harassment pending the outcome of any proceedings under this Policy.

### ***Knowingly Filing False Complaints***

Knowingly filing a false complaint of harassment, discrimination or retaliation is a violation of this Policy. Employees who knowingly file a false complaint are subject to disciplinary actions.

### ***Intentional Breaches of Confidentiality***

All participants in this process, including the complainant and respondent, witnesses, investigators, supervisors or their designees, and College officers, shall respect the confidentiality of the proceedings to protect the privacy and reputations of the individuals involved in the process. Participants are authorized to discuss the case only with those persons who have a legitimate “need to know.” Any questions regarding confidentiality, including who has a “need to know” in a particular case, should be directed to Human Resources.

A complaint alleging an intentional breach of confidentiality may be pursued using the steps followed for a complaint of harassment or discrimination. Such a breach may also constitute an act of retaliation. A breach of confidentiality may void the outcome of any previously agreed-upon resolution to a complaint.

This Policy and the following Procedures for Resolution of Claims of Harassment and Discrimination are only part of Loyola’s effort to prevent discrimination and harassment in our community. In addition to spelling out steps for making and resolving complaints, the College is also committed to programs of education about discrimination and harassment and ways to prevent their occurrence.

**NOTE:** This Harassment and Discrimination Policy replaces previous statements on sexual harassment and discrimination in Staff and Administrator Personnel Policy Manuals, and the Faculty Manual.

## **10.7 Procedures for Resolution of Claims of Harassment and Discrimination**

### ***Introduction***

Loyola’s Harassment and Discrimination Policy reflects a commitment to maintain a community that is free from discrimination and harassment of any kind. Loyola has designed procedures for prompt internal resolution of harassment and discrimination complaints that arise within the College community. Loyola will undertake immediate and appropriate corrective action whenever it determines that harassment or discrimination has occurred in violation of the policy.

The Human Resources Department is responsible managing the resolution of sexual harassment and discrimination. The Director of Employee Relations and Professional Development investigates and manages these proceeding in most cases.

Other College personnel are also available to provide consultation and assistance regarding harassment and discrimination complaints. Supervisors of employees and Deans who work with faculty and students across the campus can also provide guidance about responding to situations that individuals believe to be harassing or discriminatory.

#### **10.7.1 Informal Intervention**

Any member of the Loyola community who believes that he or she has been harassed or discriminated against in violation of this policy is encouraged to report the event(s) as soon as possible. A complainant may end the informal stage at any time and may initiate a formal complaint.

### **10.7.2 Contact Options for Informal Resolutions**

Discuss the situation with the Director of Employee Relations and Professional Development or other designated individuals, who are available through the following offices:

#### **Undergraduate Students:**

Office of Student Development

Director of Athletics

Dean of First-Year Students and Academic Services

Dean of Admissions

Dean of the College of Arts and Sciences

Dean of the Sellinger School of Business and Management

#### **Graduate and Professional Students:**

Dean of the College of Arts and Sciences

Director of Graduate Admissions

Associate Dean of Executive and Business Programs

Dean of the Sellinger School of Business and Management

#### **Faculty:**

Human Resources Department

Office of the Vice President for Academic Affairs

Assistant Vice President for Academic Affairs and Diversity

Deans

#### **Staff and Administrators:**

Human Resources Department

Division Vice Presidents

Meet with the individual whose behavior is disturbing, discuss the situation, and make it clear that the behavior is unwanted. Such actions may be discussed with Human Resources in advance of the meeting.

Contact the supervisor or dean of the person whose behavior is disturbing and request assistance to stop the behavior.

Request assistance from Human Resources for an informal intervention.

### **10.7.3 Informal Interventions**

Human Resources may assist an individual who does not wish to file a formal complaint, but who seeks informal intervention to end conduct that the person believes violates the Harassment and Discrimination Policy.

Human Resources, or another person designated by Human Resources, may discuss the alleged conduct with the respondent, remind him or her of College policies against harassment and discrimination, and seek a commitment by the respondent to comply with these policies.

After an informal intervention has concluded, Human Resources will collect and maintain all documentation concerning the complaint. Such a record will be kept in order to document that the claim of harassment or discrimination was made informally and that a resolution was reached without a finding in the situation.

**NOTE:** Some forms of behavior that are disturbing to members of the Loyola community may not meet the definition of harassment or discrimination found in Loyola's Harassment and Discrimination Policy. Such behavior may, nonetheless, be prohibited by other policies, rules, or procedures. Questions about handling complaints under any of other policies and procedures may be directed to Deans and to Human Resources staff.

#### **10.7.4 Initiating a Formal Complaint**

##### **10.7.4.1 Timeframe for Filing**

All complaints of harassment or discrimination should be filed with Human Resources as soon after the offending conduct as possible, but no later than 180 calendar days after the most recent conduct alleged to constitute harassment or discrimination. Human Resources may grant a reasonable extension of any other time period established in these guidelines; however, the 180 calendar days time limit for filing a formal complaint shall not be extended.

The 180 calendar days statute of limitation on the filing of claims is intended to encourage complainants to come forward as soon as possible after the offending conduct and to protect respondents against complaints that are too old to be effectively investigated. There may, however, be sound reasons why a complainant does not come forward within 180 calendar days. Although such a complaint cannot be pursued under the formal complaint procedures, there may still be options for responding to such complaints through counseling or informal intervention. If sufficient evidence is available, an investigation can be undertaken by appropriate authorities to determine if the behavior constitutes misconduct under other judicial processes.

##### **10.7.4.2 Written Complaint and Response**

A formal complaint must be submitted in writing to Human Resources and signed by the complainant. This written complaint shall include the names of the complainant and the respondent and the details of the conduct alleged to be harassment or discrimination. Within five calendar days of receiving the written complaint, Human Resources will provide the respondent with a copy of the complaint. The respondent must submit to Human Resources a response to the charges within fourteen calendar days. Upon receipt of the respondent's answer to the complaint, the Human Resources Office shall forward a copy of the response to the complainant.

##### **10.7.4.3 Settlement Negotiation**

Within seven calendar days of receiving a copy of the response to the complaint, Human Resources shall schedule a meeting with each of the parties, together or separately, to attempt to negotiate a settlement of the complaint.

A settlement shall occur when the parties agree to a resolution of the complaint in writing. A resolution may include, but is not limited to, withdrawal of the complaint without the right to re-file it; an agreement by the respondent to terminate or not repeat specific conduct; an apology; or participation in counseling. Human Resources shall review all settlements to ensure that the parties fully understand the terms. If there is any sanction agreed to as part of the resolution, the official responsible for implementing any such sanction must also agree to the settlement.

#### **10.74.4 Finding, Determination, and Sanction**

If a settlement is not reached within thirty calendar days of this initial meeting, Human Resources shall make a written determination that includes a finding of whether the conduct alleged in the complaint occurred, and whether such conduct violated Loyola's policy against harassment and discrimination.

If Human Resources determines that the respondent violated Loyola's policy against harassment and discrimination, Human Resources shall consult with the appropriate responsible official (as defined below) to determine the sanction to be imposed by the College. Taking into account the nature and severity of the violation and the respondent's employment record, sanctions may include: participation of the respondent in counseling; prohibition of the respondent from participating in grading, honors, recommendations, reappointment and promotion decisions, or other evaluations of the complainant; letter of reprimand and a copy of the complaint and its disposition placed in the respondent's personnel file; restrictions on the respondent's access to College resources, such as merit pay or other salary increases for a specific period; or suspension or dismissal from the College.

Human Resources shall notify the complainant and the respondent by campus mail of the determination. If it is determined that the policy was violated, the notice will include the sanction to be imposed.

#### **10.74.5 Responsible Official**

In cases in which the respondent is a member of the faculty, the responsible official shall be the Dean of the school or college to which the respondent belongs, or the Vice President for Academic Affairs.

In cases in which the respondent is a non-faculty administrator or staff member, the responsible official shall be the appropriate Vice President, or his or her designee. If the respondent is a non-faculty administrator or staff member in a division that reports directly to the President, the responsible official shall be designated by the President. If the Respondent is the President, the responsible official shall be the Chairperson of the Board of Trustees.

In cases in which the respondent is a student employee (graduate or undergraduate), the responsible official shall be the appropriate Vice President of the division or Dean of the college in which the student is employed.

#### **10.75 Appeals to the President**

Within fourteen (14) days of receiving notice of the determination and the sanction, if any, the complainant or the respondent, or both, may file an appeal, in writing, with the President based on one or more of the following grounds:

- The determination is not supported by the evidence.
- Relevant new evidence that was not available for consideration prior to the determination has been discovered.
- The sanction is disproportionate to the offense.
- Procedural error(s) occurred that materially affected the outcome of the investigation.

The President shall review the appeal based on the written record, without a hearing. The President may remand the case to Human Resources for further investigation and findings. Within thirty (30) days of receipt of the last-filed appeal, the President shall render a final decision, in writing, to the complainant and the respondent.

## **10.8 Monitoring Sexual Harassment and Discrimination**

### ***Annual Record***

At the beginning of each academic year, Human Resources shall submit a written report to the President setting forth the number of informal and formal cases filed in the prior year, and which of these cases, if any, reached mediated solutions.

The report shall also specify the number of cases in which Human Resources made findings of harassment or discrimination, the types of harassment or discrimination found, and the final disposition of the cases, including any disciplinary action taken. The cases shall be reported in a manner that protects the privacy of the parties. The President shall make the annual report available to all members of the College community.

## **10.9 Workplace Violence**

Workplace violence is an attempt, threat, or actual conduct of endangering the health or safety of campus community members (administrators, faculty, staff, and students) or visitors. It also includes any threatening statement, harassment, or behavior that gives a campus community member or visitor reasonable cause to believe that his/her health or safety is at risk. Safety and security are personal and shared responsibilities. The collective involvement of every member of the College community is essential. Everyone is called on to report inappropriate behavior immediately to Public Safety at extension 5911.

## **10.10 Interaction with Students**

Because the College is in the business of serving students, many employees have extensive student contact through daily operation of their offices. Employees shall engage students in a generally accepted proper business manner. Inappropriate socializing with students is grounds for discipline, up to and including termination.

## **10.11 Consensual Relationships Policy**

The Core Values of the College include the pursuit of academic excellence, a focus on the holistic growth and development of each unique individual, and an abiding commitment to honesty and integrity. Consistent with the Core Values, consensual romantic and/or sexual relationships (hereinafter referred to as consensual relationships) between College employees and students are to be avoided where the employee has (or reasonably could have) professional responsibility for the student's academic performance or professional future. Such relationships, without regard to who initiated them, create the potential for favoritism, exploitation, or the appearance of either, and may limit the student's future educational opportunities.

For purposes of this Policy, "employee" includes faculty, staff, administrators, and graduate assistants, but not undergraduate student employees. "Professional responsibilities" include but are not limited to: teaching, academic advising, mentoring, coaching, moderating a student organization or activity, serving on an evaluation or awards committee, serving on a dissertation committee, supervising research, and supervising a student employee.

Employees are considered to have potential professional responsibility for undergraduate students. Thus, consensual relationships between employees and undergraduate students are prohibited.

With respect to graduate students, consensual relationships are prohibited in cases where the employee has, or reasonably can expect to have, professional responsibility for that student.

In the case of a pre-existing consensual relationship, employees are expected to remove themselves from positions of professional responsibility with respect to the student. Thus the employee should resign from any committee (e.g., dissertation, honors) affecting the student, refrain from writing letters of reference or recommendation for the student, and avoid or remove himself or herself from any other position of professional responsibility with respect to the student. In cases where it is not feasible for the employee to remove him/herself or where such removal would be harmful to the student, the employee should submit a request for an exception from this paragraph to the Vice President of the division in which the employee works.

Violation of this Policy by an employee is considered a breach of professional ethics and may result in disciplinary action.

**NOTE:** This Policy governs mutual, consensual relationships. Unwelcome sexual advances or other forms of sexual harassment are prohibited by the College's Harassment and Discrimination Policy.

#### **10.12 Drug-free Workplace**

All persons employed by the College are responsible for performing their duties effectively and for the community's health and safety. Therefore, it is imperative that we as a community operate in an environment free from illegal drugs and other controlled substances, specifically:

- The manufacture, sale, possession, distribution, or use by employees in the workplace of a controlled substance or drug not medically authorized is strictly prohibited.
- Any employee may not be under the influence of a controlled substance, alcohol, over-the-counter medication or prescription drug which affects job performance or poses a hazard to the safety and welfare of the employee or other employees.
- Employees are required to report his/her criminal drug statute conviction for a violation occurring in the workplace to his/her immediate supervisor within five (5) days after such conviction. As applicable, the College will, in turn, also notify the appropriate federal granting/contracting agency of such conviction within ten (10) days after receiving notice from the employee.
- Information on the dangers of drug abuse and the availability of counseling and rehabilitation assistance is provided through the Health Services Center, the Counseling Center, Alcohol and Drug Education and Support Services or the Human Resources Department and is distributed annually to each employee.
- Certain staff positions require pre-employment physicals involving a drug/alcohol screen. Additional required screens include but are not limited to: reasonable suspicion, reliable information, post-accident, random, return-to-duty, and follow-up.
- Compliance with this policy is a condition of employment. Any violation of this policy will result in disciplinary action, including, but not necessarily limited to required participation in a rehabilitation program, suspension from duties or dismissal from employment.

### **10.12.1 Alcohol**

All members of the College community are to act in a manner consistent with the alcohol policy of the College. This policy is to be observed in the planning and hosting of functions, both public and departmental, on the campus or at College sponsored activities. Alcohol-free events are to be encouraged.

- Persons under the age of 21 and visibly intoxicated persons may not be served alcoholic beverages. All alcoholic beverages should be served by a bartender(s); the bartender(s) should be over the age of 21 and should be instructed to ask for proof of age.
- Food and non-alcoholic beverages should be provided and made easily available to all guests.
- The quantity of alcohol offered and the length of time during which alcohol is offered should be monitored by the host or hostess.
- Persons who are visibly intoxicated may not be served.
- Announcements and advertising of such events should not feature nor promote alcoholic beverages as the focus of the event.
- The unlawful possession, use, or distribution of alcoholic beverages is strictly prohibited on College property or as part of its activities.

### **10.13 Smoking Policy**

The College has an interest in providing a healthy and productive work environment for all employees. Therefore, smoking is prohibited inside all College buildings. Smoking outside is only authorized in areas that are a minimum of 30 feet from College buildings.

### **10.14 Children in the Workplace**

Loyola College values family and work/life balance. The College also believes in an environment that is conducive to work; therefore, the workplace should not be used in lieu of child care.

The presence of children in the workplace with the employee parent during the employee's workday is inappropriate and is to be avoided except in emergency situations. This policy is established to avoid disruptions in job duties of the employee and co-workers, reduce property liability, and help maintain the College's professional work environment.

If bringing a child to work with the employee is unavoidable, the employee must contact his/her supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany the employee while working. Factors the supervisors will consider are the age of the child, how long the child needs to be present, the work environment in the employee's area, and any possible disruption to the employee's and co-workers' work. Consideration will not be given to allowing a child with an illness to come to work with the employee.

A child brought to the workplace in unavoidable situations will be the responsibility of the employee parent and must be accompanied and be under the direct supervision of the employee parent at all times.

This policy does not prohibit children from the campus when the purpose of their visit is to attend classes or to participate in activities specifically scheduled for their benefit (e.g., summer sports, activity camps or other similar College-sponsored family activities).

### **10.15 Pet Policy**

The College prohibits bringing pets to work or having pets in College owned or leased buildings. Exceptions include: animals providing ADA accommodations for a person with disabilities; animals used in laboratories or classrooms for observation purposes; the College mascot; and animals used in theatrical productions.

### **10.16 Political Activity**

#### **10.16.1 On-campus**

As a non-profit 501(c)(3) institution, the College cannot endorse nor appear to endorse political candidates, and is restricted in its ability to attempt to influence legislation. Lobbying is restricted but not prohibited, and the College is not prohibited from speaking out on issues. While employees are encouraged to carry out their responsibilities as citizens, they shall not campaign for political candidates or political issues during working hours or on College premises. Political speakers and other political activities may be scheduled on campus only through the usual procedures for facilities reservation and with the approval of College officials. Any efforts to lobby on behalf of the College or must be approved by the Vice President for Development and College Relations or the Vice President for Administration. This policy shall not be interpreted as prohibiting an employee from wearing political buttons or other similar forms of symbolic expression so long as there is no interference with his/her work or with College operations as a result.

#### **10.16.2 Off-campus**

College employees engaged in political activity off-campus do so as individuals and should make it clear that their actions and remarks do not represent the College's position on the issue or candidate in question.

### **10.17 No Solicitation Policy**

College employees, the general public and campus visitors are not allowed to solicit or distribute literature for any purpose on College property. Organizations, clubs, companies, etc., must obtain prior written authorization from the Vice President for Business and Finance before funds may be raised or merchandise sold on the campus. Exceptions to this policy are made for the campus United Way campaign, Campus Ministry and College development campaigns.

### **10.18 Grievance Policy and Hearing Procedures**

#### **10.18.1 Purpose and Principles**

In the spirit of its Core Values, Loyola College recognizes that valid differences of opinion and interests will arise within the working community. The College expects its employees to address differences and resolve conflicts reasonably, rationally, and constructively. Employees are encouraged to pursue informal means for resolving work-related differences with the appropriate person whenever possible. The Director of Employee Relations and Professional Development, Human Resources Department, 5000 York Road, is available to consult with employees about College grievance procedures and informal resolution of workplace differences and can be reached at 410-617-1367.

It is the responsibility of every Loyola employee to do his/her part to maintain collegial open and collaborative working relationship, characterized by mutual trust, respect, and care. When normal efforts to resolve problems and disputes fail, the College provides a procedure employees may use to express their grievances and seek resolution.

The objective of each stage of the process is to secure an equitable and mutually acceptable resolution without proceeding to the next stage. Conciliation efforts are encouraged throughout the grievance process.

All persons associated with Loyola College are responsible for insuring that no one making a grievance will suffer any retaliation. No adverse action may be taken against;

- the individual bringing the grievance in good faith,
- any persons who furnish the complainant with any assistance, or
- any persons solely because of their involvement in the grievance.

Throughout the grievance process, the “complainant” bears the burden of supporting the allegations set forth in the grievance.

At all steps in the review of the grievance individuals shall confine their considerations to the facts of the case and not to peripheral issues that are not material.

All reviews are to be conducted in a timely manner and in accordance with standards of fairness.

In matters involving adverse personnel actions such as disciplinary action or dismissal, the adverse action may be implemented prior to or during the processing of any grievance.

The Grievance Panel and all participants in the grievance process are obligated to treat all information about the grievance proceedings (formal or informal) as confidential. Participants are authorized to discuss the case only with persons who have a legitimate “need to know.” Questions regarding confidentiality, including who has a “need to know” in a particular case, should be directed to the Assistant Vice President for Human Resources. A breach of confidentiality is grounds for disciplinary action and may itself be the subject of a grievance.

#### **10.18.2 Scope of Review**

A grievance is a work-related complaint made to a supervisor, manager or the Human Resources Office that alleges a violation, misinterpretation or misapplication of College policies or regular practices, other than harassment or discrimination. Allegations of harassment or discrimination are to be resolved through the College’s Harassment and Discrimination Policy.

This Grievance Policy may not be invoked as an alternative to other established procedures (e.g., the Rank and Tenure Policy Statement regarding tenure, rank, dismissal and release). Furthermore, the following items are not grievable: contracts or letters of appointment, performance evaluations (including faculty reviews and letters of recommendation for promotion and tenure), salary adjustments, classifications or reclassifications, terminations resulting from reorganizations or reductions in force, and terminations resulting from the end of grants and contracts.

Resolutions of grievances achieved under the Grievance Policy are strictly limited in application to the particular complaint. “Class action” grievances may not be filed and “class action” relief will not be granted.

The Grievance Policy is not to be invoked for frivolous or petty claims, or for the purpose of harassment or intimidation.

The Grievance Policy may not be invoked as a means to challenge or invalidate established College policies and procedures.

Procedures for dismissing a grievance that falls outside the scope of the Grievance Policy are set forth in Sections 4.7 (informal procedure) and 6.3.1 (hearing procedure).

### **10.18.3 Who May Bring a Grievance**

Any Loyola employee (including a student employee) may use this Grievance Policy to bring a work-related grievance against another employee.

Allegations against student employees in their capacity as students will be referred to the Assistant Director of Student Life and resolved through the Student Code of Conduct.

Only the individual directly affected by an alleged improper decision or action may make a grievance.

### **10.18.4 Informal Resolution Procedure**

The complainant must first seek informal resolution of the grievance using the steps outlined below. The complainant shall notify Human Resources of each appeal to the next step. The complainant and the person reviewing the grievance at each step shall copy Human Resources on all written materials. For purposes of this Policy, the “immediate supervisor” of a faculty member is deemed to be the department chair.

**Step One.** The complainant shall bring the grievance to the attention of the person who allegedly committed the grievance (the “respondent”) or to the complainant’s immediate supervisor. This must be done no later than one hundred and eighty (180) calendar days after a) the occurrence of the event or action that is the subject of the grievance; or b) the date the complainant became aware of the event or action. The complainant must allow the respondent or the complainant’s immediate supervisor ten (10) working days to resolve the grievance.

**Step Two.** If the resolution is not achieved at Step One, the complainant may within ten (10) additional working days bring the grievance to the attention of the respondent’s immediate supervisor. The complainant shall inform the respondent’s supervisor in writing about the nature of the grievance and the relief he or she seeks as a resolution. The complainant must allow the respondent’s supervisor ten (10) working days to resolve the grievance.

In cases where the respondent is someone who reports directly to the President, the appeal at Step Two shall be to the President’s designee.

If the respondent is the President, the complainant may proceed directly to file a Grievance Petition (Step Four).

**Step Three.** If a resolution is not achieved at Step Two, the complainant may within five (5) additional working days bring the grievance to the attention to the person in the next higher level of authority (i.e., beyond the respondent's supervisor) in a written statement that describes the grievance and the relief sought. This process of appeal to the next higher authority shall continue until the appropriate Vice President has been informed in writing of the grievance. The complainant must give the appropriate Vice President five (5) working days to resolve the grievance.

If the respondent is someone who reports directly to the President, the complainant may proceed directly to file a Grievance Petition (Step Four).

**Step Four.** If a resolution is not achieved after following the above procedure, the complainant may within five additional working days file a Grievance Petition with the Chair of the Grievance Panel to request a hearing before a Hearing Committee.

In particular cases or because of the potential for conflicts of interest, the Assistant Vice President for Human Resources may vary the informal resolution process set forth above.

Time limits specified for each step of the informal resolution procedure may be waived by the Assistant Vice President for Human Resources for good cause or to accommodate faculty grading periods, fall or spring break, or summer semesters. Failure to comply with applicable time limits may result in dismissal of the grievance.

If the Assistant Vice President for Human Resources determines that the grievance does not fall within the scope of the Grievance Policy, he/she may dismiss the complaint. The dismissal terminates the grievance process unless the complainant files an appeal. The complainant may appeal the dismissal within five (5) days to the President, whose determination shall be final.

If the respondent is the President, appeal of the dismissal shall be decided by the Chair of the Board of Trustees.

### **10.18.5 Hearing Procedure Definitions**

**Petition:** A petition is a written request, delivered to the Chair of the Grievance Panel, that a Hearing Committee be established to consider the grievance. A petition must satisfy the requirements of Section 6.1.

**Response:** A response is the respondent's written reply to the petition. A response must satisfy the requirements of Section 6.5.

**Grievance Panel:** The Grievance Panel is a body elected in accordance with Section 8 from which the members of the Hearing Committee are chosen.

**Hearing Committee:** The Hearing Committee is a body of three persons selected from the Grievance Panel in accordance with Section 6.

**Report:** A report is a written statement of the findings, determinations and recommendations of a Hearing Committee.

**Executive Session:** An executive session is one at which no one else is present except members of the Hearing Committee.

### **10.18.6 Initiating the Hearing Procedure**

- The hearing procedure described below must be followed without omission or curtailment, except that deadlines may be extended by the Chair of the Grievance Panel for good cause at the request of either party, by the Hearing Committee for good cause at the request of either party, or by agreement of the complainant and of the respondent.
- The grievance petition must be in writing and must contain the following:
  - A request that the Chair of the Grievance Panel establish a Hearing Committee to review the grievance.
  - A statement that the appropriate Vice President (or President's designee) and Assistant Vice President for Human Resources have been informed of the grievance.
  - A statement that informal methods for resolving the grievance as set forth in Section 4 have been exhausted.
  - A statement that the grievance is within the Scope of Review of the grievance policy as described in Sections 2.0 through 2.4, including a reference to the applicable section.
  - A clear statement of the grievance.
  - The name of the respondent.
  - A summary of the facts relating to the grievance.
  - A list of persons who are believed to have information that supports the position of the complainant.
  - A statement of the relief sought.
  - Any supporting documentation.
- The Chair of the Grievance Panel will return an incomplete petition to the complainant for amendment and shall inform the complainant of the requirements of Section 6.1 that need to be fulfilled to constitute a valid grievance petition. The complainant shall have five (5) days in which to resubmit the petition. Failure to submit a valid grievance petition may result in dismissal of the grievance.
- At any time prior to the selection of the Hearing Committee, the Chair of the Grievance Panel, in her or his sole discretion, may convene an advisory committee from among the members of the Grievance Panel to assist the Chair in determining whether a grievance falls within the scope of the Grievance Policy. If the Chair determines that the grievance does not fall within the scope of the Grievance Policy, the Chair may dismiss the complaint without affording further process. This dismissal terminates the hearing process unless the complainant files an appeal. The complainant may appeal the dismissal within five days to the President, whose determination shall be final.
- If the respondent is the President, appeal of the dismissal shall be decided by the Chair of the Board of Trustees.
- As soon as possible, normally within five (5) working days after receipt of the grievance petition, the Chair of the Grievance Panel shall notify the complainant of the status of the grievance petition and whether a hearing will be granted. Within five (5) working days after receipt of the grievance petition, the Chair of the Grievance Panel shall also notify the respondent of the grievance in writing and shall provide the respondent with a complete copy of the petition and any attached documentation.

- Within ten (10) working days of receipt of the copy of the grievance petition, the respondent shall file a response with the Chair of the Grievance Panel. The respondent's response shall be in writing and must contain the following:
  - A reply to the grievance.
  - A summary of the facts relating to the grievance.
  - A list of persons who are believed to have information that supports the position of the respondent.
  - Any supporting documentation.
- The Chair of the Grievance panel will return an incomplete response to the respondent for amendment, and shall inform the respondent of the requirements of Section 6.5 that need to be fulfilled to constitute a valid response. The respondent shall have five days in which to resubmit the response. If the respondent fails to resubmit the response, the hearing will proceed based on the incomplete response and the respondent will forfeit the right to resubmit a valid response.
- As soon as possible, normally within five (5) working days of receiving the response, the Chair of the Grievance Panel shall provide the complainant with a complete copy of the response and any attached documentation.
- Upon receipt of the completed petition and response, the Chair of the Grievance Panel will submit to the complainant and the respondent a list of current members of the Grievance Panel. Within five working days, the complainant and the respondent each will select one member of the Hearing Committee by notifying the Chair of the Grievance Panel, in writing, of their selection.
- If, after five working days, either the complainant or the respondent has not made a selection, the Chair will choose sufficient members from the Panel to complete the Hearing Committee. Failure to meet the deadline by either party will result in forfeiting the right to choose a member of the Hearing Committee.
- Within five (5) working days of receiving notification of the selections of the complainant and respondent, the Chair of the Grievance Panel shall appoint the Chair of the Hearing Committee from among the remaining members of the Grievance Panel.
- If any individual selected to serve on the Hearing Committee believes that he or she has cause to recuse him/her from service, she or he must notify the Chair of the Grievance Panel at the earliest possible date by submitting a written, confidential statement of the reasons. The Chair shall determine in his/her sole discretion whether or not recusal is warranted. If the Chair determines that the designated committee member should be excused, the Chair will so notify the complainant and the respondent as quickly as possible. If either had chosen the excused member, he or she will be granted another five (5) working days to select an alternate.
- The Hearing Committee shall set a hearing date and shall notify the complainant and the respondent in writing of the hearing date, which generally shall not be more than 30 working days from the date the petition was filed. Hearings will not be held during summer or winter breaks, but reasonable efforts will be made to conduct hearings before the end of an academic semester or as soon as the next semester begins.

### ***Hearing Procedure***

- The proceedings of the Hearing Committee shall be conducted in conformity with the following steps and guidelines:

- All proceedings shall be conducted with regard for fairness but the formal rules of evidence shall not apply. The Hearing Committee will assure that repetitive, extraneous, irrelevant, or abusive statements are not permitted to impede the orderly progress of the Hearing.
- The proceedings of the Hearing Committee are ordinarily closed, but may be opened with the consent of the complainant, the respondent, and the Hearing Committee.
- Neither the complainant nor the respondent is permitted to bring legal counsel to the hearing, but each has the right to bring to the hearing an advisor who is either currently in the employ of Loyola College or an enrolled student but is not a member of the Bar.
- The complainant and the respondent and their advisors have the right to address the Hearing Committee, to be present throughout the proceedings whenever information is being presented, and to examine all records and documents presented to or reviewed by the Hearing Committee. Each party or his or her advisor, but not both, shall have the right to make an opening statement, closing argument, and to question persons making statements to the Hearing Committee.
- The hearing shall be audio taped (except for the Committee's deliberations in executive session). The College will have the tape transcribed and reproduced at the request of either party.
- If the Hearing Committee determines, after seeking the advice of the College's legal counsel, that the grievance involves such serious legal issues that it is inappropriate to continue the grievance process, the Committee shall so inform the complainant, the respondent, and the appropriate Vice President in writing, and shall adjourn.
- If the Hearing Committee determines that informal methods for resolving the grievance as set forth in Section 4 have not been exhausted, the Committee shall so notify the complainant, the respondent, and the appropriate Vice President, and shall adjourn.
- Throughout the grievance process, the Hearing Committee shall attempt to identify means of resolving the grievance that are acceptable to the complainant and the respondent.
- During the hearing, the order of presentation normally shall be:
  - The complainant, either directly or through an advisor, may make an opening statement.
  - The respondent, either directly or through an advisor, may make an opening statement immediately after the opening statement of the complainant or immediately before presenting information to the Hearing Committee.
  - The complainant and the respondent may offer any relevant information and call any witnesses who have relevant information about the grievance, provided that such witnesses were listed in the complainant's grievance petition or in the respondent's response. If there are any additional witnesses that the complainant and respondent wish to call at the hearing that were not named in the grievance petition or response, their names must be submitted to the Hearing Committee by the party wishing to call the witnesses at least 72 hours before the hearing. The Hearing Committee shall decide whether or not such witnesses may appear at the hearing, and shall provide notice to the complainant and the respondent of any additional persons who will be permitted to appear.

- The Hearing Committee may limit the number of witnesses that the complainant and the respondent may call to participate in the hearing, if the witnesses would duplicate the testimony of previous witnesses, or if the Committee deems the witness testimony to be not relevant to the grievance.
- The complainant, either directly or through the advisor, may question each person making a statement.
- The respondent, either directly or through the advisor, may question each person making a statement.
- The complainant, either directly or through the advisor, may make a final argument.
- The respondent, either directly or through the advisor, may make a final argument.
- Members of the Hearing Committee may raise any questions at any point they deem appropriate during or at the conclusion of the hearing.
- After all information has been submitted, the Hearing Committee shall deliberate in executive session to evaluate the merits of the grievance and to draft its report and recommendations.
- Prior to submitting its report and recommendations, the Hearing Committee shall attempt to conciliate the grievance by suggesting a resolution to both parties. If the parties mutually agree to resolve the grievance, the terms of such agreement shall be made part of the record, and the grievance process shall terminate.
- If the parties are unable to reach a mutually agreeable resolution, the Hearing Committee shall submit its report and recommendations to the President.
- If the respondent is the President, the Hearing Committee shall submit its report to the Chair of the Board of Trustees.
- The report of the Hearing Committee shall include a brief summary of the petition, the response, and the information presented at the hearing, and shall describe any attempts at conciliating the grievance. The report shall recommend specific action(s) to be taken to resolve the grievance, which may include dismissing the grievance.
- The President may accept and implement the recommendations of the Hearing Committee, seek further information and clarification from the Hearing Committee, or implement another resolution. The President must take action within ten (10) working days of receipt of the report. The President shall notify the complainant, the respondent, and the Chair of the Hearing Committee in writing of the action taken. The decision of the President shall be final and binding on all parties.
- If the respondent is the President, the above actions shall be taken by the Chair of the Board of Trustees.
- A copy of the Hearing Committee's report, the record of the Hearing Committee proceedings, and the written decision of the President (or Board Chair) (the "Hearing Documents") shall be forwarded to the Assistant Vice President for Human Resources. Human Resources shall keep the Hearing Documents for three years. After three years of storage, the Hearing Documents shall be destroyed.
- The Hearing Documents shall not be made part of the personnel file of either party to the grievance.

- Employment actions shall be documented in the personnel file in accordance with normal College practices, even if the employment action is the subject of a grievance. (See Section 1.7.) Such documentation may be changed or removed based on the outcome of the grievance proceeding.

### ***Grievance Panel***

- The Grievance panel shall consist of twelve (12) elected members. Three shall be administrators, three shall be tenured or tenure-track faculty members, three shall be members of the staff, and three shall be students.
- The terms of members who are administrators, staff, and faculty members shall be three years and shall be staggered so that one member from each such group is elected each year. Student members shall serve for terms of one year. Any member may be re-elected for one or more successive terms.
- If a member of the Grievance Panel is studying or teaching off-campus (e.g., semester abroad) or is on a leave of absence, that seat becomes vacant. A vacancy also occurs if a student member graduates or withdraws from Loyola or if an employee member terminates employment with the College.
- If a seat becomes vacant, there shall be a special election to complete the unexpired part of the term.
- The election of the Grievance Panel shall be conducted as follows: <sup>2</sup>
- The regular election of members shall be held in the spring of each year and shall be completed by April 1.
- Only current members of each group, i.e., administrators, faculty, staff, or students, may vote for candidates for the Grievance Panel from their group. A candidate who qualifies with more than one group shall be identified as a candidate from one group, and may vote with the group only.
- Each group shall establish procedures for conducting its election and for notifying the Chair of the Grievance Panel of the election results no later than April 1.
- The terms of newly elected members shall begin on May 1 of the year of their election.
- Between April 1 and May 1 the new Grievance panel shall be convened for the purpose of electing a Chair from among its members by majority vote of all the panel members. For this purpose, at least one panel member elected by each of the four groups (administrators, faculty, staff, and students) shall be present in order to constitute a quorum. The term of the Chair is one year.
- In May of each year, the Grievance Panel shall submit to the Loyola Conference a report summarizing (without any identifying information) the number and nature of grievances reviewed during the preceding academic year, along with any suggestions for improving the Grievance Policy and Hearing Procedures.

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<sup>2</sup> At the initial elections to the Grievance Panel, three members from each group shall be elected. For administrators, staff and faculty members, one of the three shall be elected for a one-year term, one for two years, and one for a three-year term. The Chair of the Loyola Conference shall call the initial meeting of the members of the Grievance Panel for the purpose of electing the first Chair.

### **Hearing Committee**

- The Hearing Committee is composed of three members selected from the current Grievance Panel. The complainant and respondent each select one member of the Grievance Panel to serve on the Hearing Committee (unless Section 6.9 becomes operative) and the Chair of the Grievance Panel appoints the Chair of the Hearing Committee from among the remaining members of the Grievance Panel.
- When a Hearing Committee has been constituted to hear a grievance, that Hearing Committee shall complete the process. The expiration of the term of one or more members shall not preclude their continued participation on the Hearing Committee.

### **Amendment**

- The Loyola Conference shall consult with the Grievance Panel regarding any proposed amendments to the Grievance Policy and Hearing Procedures Amendments shall be made by the same process by which the Grievance Policy and Hearing Procedures were originally established.
- Members of the Loyola College community are encouraged to make known to the members of the Grievance Panel their suggestions and opinions regarding proposed amendments, alterations and changes to the Grievance Policy and Hearing Procedures.

*Section XI.*

# ENVIRONMENTAL HEALTH AND SAFETY



## **XI. Environmental Health and Safety**

These safety policies cover general safety issues that an employee may encounter throughout the performance of their duties and responsibilities, but the policies are not all inclusive. Each employee is expected to exercise his/her best judgment in regard to safety. Employees are encouraged to discuss workplace safety concerns with their supervisor or the Director of Environmental Health and Safety (EHS) at extension 1120.

### **11.1 Accident Prevention and General Workplace Safety**

Each member of the College community is expected to show due care, concern and consideration for matters of safety and health. Any safety hazards should be reported immediately to the Director of EHS. It is the responsibility of the College to provide a workplace that is free from recognized hazards likely to cause physical harm to employees. Failing to comply with health and safety policies and standards is grounds for disciplinary action for the employee.

### **11.2 Environmental Health and Safety Committee**

The College has established an advisory committee consisting of representatives from a variety of departments within the college community. This EHS Committee meets quarterly during the academic year to review issues and establish procedures and policies of general concern with regard to the safety of persons and property. The committee makes recommendations to the Loyola Executive Council or other appropriate authorities to eliminate or minimize safety and environmental hazards incurred throughout the College community. To attend a meeting, contact the Director of EHS.

### **11.3 Hazard Communication**

The College Hazard Communication program provides employees information about chemical hazards in the workplace and how to work safely with these materials. The program addresses the requirements of the Maryland Occupational Safety and Health (MOSH) Administration and the Maryland Department of the Environment (MDE). The federal Employee Right-to-Know Law requires all employers to provide information about potentially hazardous substances in the workplace through education, training, and documentation. All new employees will review their rights under the "Right-to-Know" policy and sign the statement during their benefits review. The Department of Environmental Health and Safety maintains and submits the chemical list to the MDE every 2 years. Material Safety Data Sheets of chemicals utilized on campus are also cataloged and maintained in EHS. Each department on campus must submit a list of chemicals used at the College. All containers of hazardous chemicals shall be labeled with the following three items: name of chemical and/or product name, hazards associated with the ingredient(s) and the company name and address. All new employees shall be trained on the proper handling of the chemicals in their work area prior to use. Each department will provide additional training if new chemicals or products are introduced into the workplace. For additional information, contact the department of Environmental Health and Safety.

#### **11.4 Fire, Evacuation and Life Safety Policy**

This is a statement of College policy for the reporting of fire emergencies and for the evacuation of campus buildings during fire emergencies, in compliance with local, State, and federal regulations. Employees should assume a fire emergency exists whenever:

- a building fire evacuation alarm sounds;
- an uncontrolled fire or imminent fire hazard occurs in any building or area of the campus;
- there is the presence of smoke,
- the odor of something burning;
- spontaneous or abnormal heating of any material;
- an uncontrolled release of combustible or toxic gas or other material; or
- a flammable liquid spill.

Upon discovery of evidence that a fire emergency exists, sound an alarm. The building fire alarm is activated by pulling the lever on the red pull station box. These are posted on the evacuation plan in each building. This manual fire alarm will activate the building's fire alarm system and alert all occupants that a fire emergency exists. If possible, call either Public Safety at extension 5911 or call the Baltimore City Emergency 911 from a safe place. Campus buildings shall be immediately and totally evacuated whenever the building evacuation alarm sounds. Exit the building at once utilizing the nearest stairwell. Elevators are not to be used in the event of an emergency evacuation. All students, faculty, staff and visitors are required to leave the building, go to the assigned Rally Point, and remain outside until the emergency is over. No one shall restrict or impede the evacuation. Remain outside the building until the "all-clear" notice is given by the Baltimore City Fire Department and the Department of Public Safety/Campus Police.

#### **11.5 Laboratory Safety**

##### **11.5.1 Chemical Hygiene**

The Chemical Hygiene Plan applies to any work that is conducted in a laboratory where a relatively small amount of chemicals are used on a non-production basis. All employees should utilize prudent practices when handling and disposing of hazardous chemicals. Contents of the general Chemical Hygiene Plan include general procedures for principal investigators and other laboratory employees to use when conducting research. The principal investigator shall develop a Chemical Hygiene Plan that addresses the specific requirements for their laboratories. Contact the Director of EHS for assistance when developing your plan.

##### **11.5.2 Radiation Safety**

Pursuant to the Maryland Radiation Act, the College holds a Radioactive Materials License for research and education in the Biology Department. A yearly review of the Radiation Safety Program is performed by the Radiation Safety Officer and the Director of EHS. The Radiation Safety Committee consists of all authorized users of radioactive materials and reports to the EHS Committee. Contact the Radiation Safety Officer for the Radiation Safety Program specifics.

## **11.6 Safety Standards**

### **11.6.1 Personal Protective Equipment**

Employers are required to identify all exposures to hazards by utilizing hazard assessment. In situations where a hazard is identified, the College requires the use of personal protective equipment (PPE) to reduce employees' exposures health and physical hazards. PPE are used as a last resort if engineering or administrative controls are not feasible. If PPE is to be used, the following must be included in the decision: PPE selection process, maintenance, continued evaluation, training, and use. The PPE program will be continuously evaluated to determine its effectiveness in preventing employee injury or illness.

### **11.6.2 Forklifts, Heavy Equipment and Aerial Platforms**

Heavy equipment such as forklifts, fork trucks, aerial platforms, lifts, scissor lifts and other powered equipment demand unique safety requirements. Any employee utilizing or operating these types of powered equipment shall first have the necessary safety training on how to operate the equipment. The frequency of such training will depend on the schedule and necessary guidelines of that equipment. Always check with your supervisor as to what training is available. Any employee in the vicinity of the above mentioned equipment shall exercise caution and avoid approaching the operators or distracting the operators. Do not approach the equipment from behind or try to walk/run underneath any raised working surfaces. Unsafe behaviors will not be tolerated around powered equipment.

### **11.6.3 Hand and Powered Tools**

Employees utilizing hand tools and powered tools shall be properly trained in their safe use, including electrical considerations, guards, proper uses of the tool, inspection for damage; necessary service and repair, and any other manufacturer's requirements. Hand tool and power tool work areas will be kept clean and free of debris to prevent undue hazards while using the tools. Proper protective equipment must be provided to employees that are utilizing tools that may cause flying, falling, or splashing objects or that may produce harmful dusts, vapors, fumes, mists, abrasives and/or gases.

### **11.6.4 Machine Guarding**

Moving machine parts have the potential to cause severe workplace injuries. Safeguards are essential for protecting workers from these needless and preventable injuries. Any machine part, function, or process with an obvious potential of causing injuries must be safeguarded. The hazards of machine operation or contact must be either eliminated or controlled. Machine guards installed by the manufacturer shall not be removed. Likewise, if guards are missing, report it to your supervisor or the department of Environmental Health and Safety. Examples of equipment that contain guards include but are not limited to: flywheels, circular saws, drive shafts, paper cutters, folding machines, shredders, and fan belts.

### **11.6.5 Hazardous Energy and Lockout-Tagout**

The College is dedicated to providing safe work facilities for students and employees, and complying with federal and state occupational health and safety standards. This policy is intended to protect College employees from the hazards caused by the inadvertent activation of equipment during maintenance. Minor tool changes and adjustments (e.g., clearing jammed paper from a copier, printer or typewriter) and other minor servicing activities, which are routine, repetitive, and take place during normal production

operations, are not covered by this plan. This type of maintenance must be completed using alternative safety measures (e.g., proper use of manufacturer-required and recommended machine guards). All machines must be locked and tagged out of service if an employee has to remove or bypass a guard or safety device, is required to place any part of his/her body into an area of the machine or piece of equipment where work is actually performed upon the material being processed (point of operation), or where an associated danger exists during a machine cycle. This policy does not apply to work on cord and plug connected electrical equipment if the plug is under the exclusive control of the employee performing the service. The Lockout/Tagout Policy (LOTO) shall be implemented for all facilities at the College where there is need to perform maintenance or provide routine service to machinery or equipment. Servicing of all electrically, chemically, pneumatically, thermally and/or hydraulically powered machinery is included in this plan. Contractors who perform work on College equipment shall also comply with the procedures outlined in this plan. Contact your supervisor or the Director of EHS for additional information regarding the Hazardous Energy Control Program and specific procedures for performing a Lockout.

#### **11.6.6 Confined Space**

Certain areas on campus may be classified as confined spaces. A permit-required confined space is an area that is not intended for human occupancy, has a limited exit access and could pose a threat to the health and safety of an employee. Employees will not enter an area defined or identified as a permit-required confined space unless they are properly trained in the hazards and proper procedures. No space will be entered unless the proper air monitoring has been performed. All contractors performing work on the College's campus will also comply with all OSHA regulations concerning confined spaces and will supply the proper equipment for entering these spaces.

#### **11.6.7 Asbestos and Lead**

All Asbestos Containing Materials (ACM)/Lead will be removed in accordance with Maryland and federal codes, by a licensed and certified company or by College employees trained in ACM/Lead removal. ACM/Lead removal in areas where workers and/or students may be exposed at the College will be done under the direction of an industrial hygienist or safety consultant taking air monitoring samples as necessary. Final inspection will be done by the qualified person designated by the College. A consultant and/or industrial hygienist may represent the College during any abatement projects.

#### **11.6.8 Bloodborne Pathogens**

The College bloodborne pathogen exposure control plan protects all employees in positions where it is "reasonably anticipated" employees may be exposed to blood or other potentially infected bodily fluids. The plan covers the Student Health Center and certain employees in Student Life, Public Safety, Transportation and Parking, Recreational Sports, Athletics, science laboratories, Facilities and anyone who could be exposed to blood or bodily fluids. The program is managed by the Director of EHS in concert with the departments mentioned above. In case of workplace injury involving blood or bodily fluids, please report event to your supervisor immediately and complete the appropriate workers' compensation forms. Contact the Director of EHS for additional information.

#### **11.6.9 Record-keeping (OSHA 300 Log)**

Employees injured during their regular or overtime working hours must immediately report the injury to their supervisor (see Workers' Compensation). All injuries and illnesses that are considered to be reportable injury will be recorded on the annual OSHA 300 log. A summary of the annual log will be posted at designated locations from February 1st through April 30th. Employees can view the list of injuries and illnesses that occurred in that prior calendar year or an employee may request a copy of the log from the Benefits Office.

#### **11.7 Hazardous Waste**

It is the policy of the College to dispose of all hazardous waste in accordance with all local, state and federal requirements. Hazardous waste is defined as materials that are ignitable, reactive, corrosive, toxic, radioactive, or that appear on local, state and federal government official lists of waste materials. It is a felony to knowingly and willfully dispose of a listed material in the general trash, storm drain or sanitary sewer. Contact the Director of EHS with any questions or disposal needs. EHS will provide training annually to employees responsible for disposing of materials. The designated drop-off area for hazardous materials and hazardous waste is the 5104 York Road north warehouse. Notification to the Director of EHS is mandatory prior to adding anything to the drop-off area.

#### **11.8 Ergonomics**

Work-related musculoskeletal disorders may occur when there is a mismatch between the physical capacity of workers and the demands of the job. Many of these are caused or aggravated by work-related stressors such as excessive or improper lifting, reaching, pulling, pushing, and bending. To prevent these situations, the College utilizes an office supply company with a full line of ergonomically designed equipment. This equipment may be customized to office environments to serve the employee. This proactive approach should be used to make reasonable work place accommodations to fit the employee. To report any discomfort with a workstation, contact the Director of Environmental Health and Safety for a preliminary survey.

#### **11.9 Motor Fleet Safety**

Any employee who may operate a College vehicle shall submit an "Authorized Driver Sheet" to Transportation and Parking prior to driving a vehicle. The driver's motor vehicle record must be in good standing and approved by the College's insurance carrier and may not include more than three points, any reckless driving infractions or Driving Under the Influence (DUI) or Driving While Intoxicated (DWI) citations. The motor vehicle records of all employees who drive any College vehicle will be verified each year. Any fines for parking violations received while driving a College owned vehicle are the responsibility of the employee. All drivers must attend a College sponsored training course every four years. Contact the Director EHS for additional information.



*Section XII.*

# SERVICES AND FACILITIES



## **XII. Services and Facilities**

### **12.1 Association of Black Faculty, Administrators and Staff**

This employee networking group of faculty, staff, and administrators strives to contribute to College objectives related to supporting an inclusive environment and to making a positive impact on the diversity of the Loyola Community. This group assists the college with employee recruitment, employee retention, diversity education, student recruitment, retention and mentoring. It also advocates for continuing diversity education and efforts in a manner that is consistent with Loyola's Core Values.

### **12.2 Athletics**

Employees may request two complimentary tickets and four additional tickets at half-price for each athletic regular season event. Admission is charged for men's and women's basketball, and men's and women's lacrosse only. All other sporting events are free of charge. Complimentary admission will not be offered for post-season tournament action (Metro Atlantic Athletic Conference play-offs, NCAA championships, etc.). Further information may be obtained from the Athletic Department at extension 5013.

### **12.3 Banking Services**

#### **12.3.1 Procurement Card**

The College Procurement Card Program is a credit card that can be used for College business related purchases from any merchant that accepts that card as a form of payment. Procurement cards are assigned to individual employees and cannot be transferred to, assigned to, or used by anyone other than the designated employee. As the liability for the card resides with the College, and not the cardholder, use for personal purchases is strictly prohibited. In addition, the procurement card cannot be used for certain restricted items as indicated in the detailed section of the policy provided at the time of card issuance. Fraudulent and/or misuse of the card is grounds for revocation of all privileges associated with the use of the card and disciplinary action up to and including termination of employment. The Disbursements Coordinator manages all aspects of the program including auditing of all procurement card transactions.

#### **12.3.2 Automated Teller Machines (ATM)**

There is a SunTrust ATM located in the foyer outside of Primo's, a full-service Bank of America ATM is located at the Post Office, a Wachovia ATM is located in the lobby outside of Boulder Garden Café, a M&T Bank ATM is located in the lobby outside of Boulder Garden Café, and a First Financial Federal Credit Union ATM is located near Surf'N Joe.

### **12.3.3 Credit Union**

The College is affiliated with First Financial Federal Credit Union. It offers savings, checking, loan and other banking services. The main office is located at 1215 York Road, Lutherville, MD 21093 and is open 9:00 a.m. - 4:30 p.m. Monday through Friday and 9:00 a.m. - 7:00 p.m. Thursday. Drive thru hours are 8:00 a.m. - 5:00 p.m. Monday through Friday and 8:00 a.m. - 7:00 p.m. Thursday. This location offers a 24-hour drive-thru ATM and 2 lobby ATMs available during business hours. For further information, call the credit union at (410) 321-6060, or visit their website at <http://www.firstfinancial.org>.

### **12.4 Board of Trustees**

All contact between College employees and the College's Board of Trustees shall be directed through the employee's supervisor, to the President or the Vice President of Administration.

### **12.5 Bookstore**

The College's official full-service bookstore serves the Evergreen, Columbia and Timonium campuses. The Bookstore features new and used textbooks, a large selection of leisure reading (Best Sellers, Classics, Study Aides), a wide assortment of College clothing and gift items, and film development. Items can also be purchased from the website: <http://www.efollett.com>. The Bookstore offers employees a ten percent discount on most non-sale items with College identification card.

#### ***Regular Hours of Operation:***

Monday – Thursday 8:30 a.m. to 8:00 p.m.; Friday 8:30 a.m. to 4:00 p.m.; Saturday 11:00 a.m. to 4:00 p.m. Hours vary during the summer – please visit the website for more details.

#### ***Regular Hours of Operation for the Timonium & Columbia campuses:***

Monday – Thursday 4:00 – 7:00 p.m. Hours vary during the summer – please visit the website for more details.

### **12.6 Budget Cycle**

The annual budget cycle at the College begins on June 1 and concludes on May 31st each year. The budget request process begins in the fall of the prior year. Questions or information may be obtained by calling Resource Management at extension 2349.

### **12.7 Campus Ministry**

Campus Ministry serves the spiritual needs of the Loyola Community. The office, located in Cohn Hall, is open daily. Members of the staff are available during regular business hours, as well as evenings and weekends when needed. Campus Ministry provides opportunities for spiritual growth through a coordinated program in which students play an integral part. This program includes Liturgical Ministry, Pastoral Music, Retreat Program, Ministry Internship Program, Rite of Christian Initiation of Adults (RCIA), Spiritual Development and Marriage Preparation. The Ignatian Retreat is offered to the College community in January and May each year. The worship schedule is: Daily Eucharist, Alumni Chapel, Monday through Friday, 12:10 p.m.; Sunday Eucharist, Alumni Chapel, 11:00 a.m., 6:00 p.m., 9:00 p.m.; Sunday Mass, Fava Chapel, 10:00 p.m.; Evening Prayer Service, Alumni Chapel, Thursday, 5:00 p.m.; Inter-denominational Protestant Worship, Alumni Chapel, Sunday, 7:30 p.m. Opportunities for the Sacrament of Reconciliation and for exposition and adoration of the Blessed Sacrament are also scheduled regularly.

## **12.8 Center for Values and Service (CVS)**

The Center for Values and Service seeks to engage all members of the College community in the promotion of justice through a wide variety of on and off campus activities. The Center staff is always available to meet and talk with employees about their interest in service and finding the right “fit”. Direct service opportunities are available for employees and their families throughout the year, and especially during holidays and the summer (when students are not as available). Those interested in working/being with persons who are materially poor will be given preferential placement. The Center is located in Cohn Hall (underneath the chapel).

## **12.9 Child Care**

### **12.9.1 LOCATE**

LOCATE is a service and benefit designed to help employees evaluate their child care needs and to find care that suits the child and family. Upon calling the LOCATE line at 1-800-999-0120, a specially trained counselor will assist the employee with obtaining information on all regulated family child care, center-based child care, infant care, part-day programs, school-age care, nursery school, kindergarten, and Head Start programs throughout Maryland. Based on the employee’s criteria, the LOCATE counselor will discuss child care concerns and refer the employee to only those programs which most closely fit requirements and have openings. The counselor will continue to work with the employee until child care needs are met. While LOCATE refers only regulated child care providers/programs, the employee should take the time to observe, interview, and check references before leaving the child in someone’s care. To inquire about child care services or to learn more about this unique service, call 1-800-999-0120, Monday through Friday from 9 a.m. to 5 p.m. Callers should identify themselves as employees of the College. Visit the following website for more information on child care: <http://www.mdchildcare.org/mdcfc/mcc.html>.

### **12.9.2 A Child’s Place**

Through the College of Notre Dame (“CND”), members of the Loyola community have spaces, on a first-come-first-served basis, in A Child’s Place. A Child’s Place International Nursery School and Kindergarten is located in Le Clerc Hall at the College of Notre Dame of Maryland. The program is licensed by the State of Maryland Department of Human Resources and accredited by the Maryland Department of Education and the National Academy of Early Childhood Programs. A Child’s Place serves 60 children from ages 3 years and 9 months through 6 years old. The program operates from 7:30 a.m. to 5:30 p.m., Monday through Friday. The children who attend are from the United States as well as Asia, Africa, Central America, South America and Europe. A Child’s Place provides a diverse and comprehensive program to fulfill the needs of the children it serves. Each child’s emotional, social, cognitive and physical development is promoted on an individual level. Visit the website at: <http://www.ndm.edu/aboutnd/childsplace/index.cfm> for more information.

## **12.10 Chorale and Madrigal Groups**

The Chorale performs two concerts per year with an instrumental ensemble. Rehearsals are held Monday and Wednesday evenings from 5:30 – 6:45 p.m. in the Fine Arts Building, Room #56. An audition is required. The Madrigal Group is a select group of 12 – 15 singers chosen through an audition. This group rehearses Thursday evenings from 4:30 – 6:00 p.m. in the Fine Arts Building, Room #W040. This is a credited class. For additional information, contact the Fine Arts Department at extension 2031.

### **12.11 Computer Hardware and Software Purchases**

The College offers a three-year payroll deducted interest free loan for the purchase of computer equipment, peripherals and/or software. Employees may purchase these items from a retail outlet or Internet site and bring the purchase or shipping receipt to the Technology Service Center (TSC) for verification of purchase. A form that will be filled out by TSC will be given back to the purchaser to take to Student Administrative Services (SAS) for reimbursement. The form is available online to print and fill out and submit to Technology Services for authorization. For more information, contact SAS at extension 5806 or the TSC at extension 5555 option 1. Technology Services does not support any hardware or software that is purchased through the interest free loan program. Only departmental equipment is supported. Employees must reimburse the College for any unpaid balance in full upon separation from the College. Arrangements can be made with SAS.

### **12.12 Computer Support**

Technology Services is available for assistance with any technology-related issue, to reserve labs, to reserve audiovisual equipment, or to sign up for training classes. For additional information, call extension 5555. Web Initiatives is available for assistance with departmental web pages. For additional information, call extension 5303.

### **12.13 Cultural Events**

The Fine Arts Department hosts a variety of events throughout the year including musical concerts, theatrical performances, art gallery displays, and special performances. For more information, contact the Fine Arts Department at extension 2031.

### **12.14 Dining Services**

Money can be deposited into an Evergreen Card account, a pre-paid debit card that can be used to pay for meals in the facilities listed below and College vending machines. Contact Student Administrative Services at extension 5806 for further details.

**Primo's** is a unique retail Marketplace located in the base of Newman Towers that combines convenience and gourmet shopping with several restaurants that allows you to dine in or carry-out. The restaurant concepts that comprise Primo's include: the Chef's Table, the Delicatessen, Pizza & Pasta, the Barrista, the Salad Bar, the Convenience Store, Bakery, and Chinese Kitchen.

**Boulder Garden Café** is a state of the art food court. Its commercial kitchen is also the home of the Loyola Dining Catering Department and its three self-sufficient restaurants including: Phil's Grill, Pizza Pies, and Stars Deli.

**Surf'N Joe** is located near Boulder Garden Café, and serves Starbuck's coffee and teas, pastries, smoothies and sandwiches.

**Salsa Rico** is located near Boulder Garden Café.

**The Loyola Coffee House** is located on the third floor of the Andrew White Student Center.

**The Refectory** is located in the Humanities Center, offers a daily lunch buffet for employees and their guests.

### 12.15 Emergency Blue Light Telephones

Blue Light Emergency Phones are located across campus and are to be used in emergency situations. When the palm button is pressed, the phone will immediately connect with Public Safety.

| <b>Emergency Phone Type</b> | <b>Location of Emergency Phone</b>                   |
|-----------------------------|--|
| Blue Light Tower            | Corner of Beatty between Beatty and Donnelly Science |
| Blue Light Tower            | Corner of Enis Parallel and Millbrook behind Boulder |
| Blue Light Tower            | Corner of FAC - N. Charles Street side               |
| Blue Light Tower            | FAC Parking Lot Bus Stop                             |
| Blue Light Tower            | FAC Main Entrance to Building                        |
| Blue Light Tower            | FAC N. Charles St. Entrance                          |
| Blue Light Tower            | FAC Lower Parking Lot                                |
| Blue Light Tower            | FAC Upper Parking Lot                                |
| Blue Light Tower            | SW side of FAC by Bike Rack                          |
| Blue Light Tower            | FAC Wynnehurst Entrance                              |
| Blue Light Tower            | Seton Court Walkway                                  |
| Blue Light Tower            | Gardens Parking Lot                                  |
| Blue Light Tower            | Control Gate located between Campion and Newman      |
| Blue Light Tower            | Hammerman by access gate                             |
| Blue Light Tower            | Knott Hall and Donnelly Science                      |
| Blue Light Tower            | Lange Court (Lower CY)                               |
| Blue Light Tower            | Library Path   |
| Blue Light Tower            | Side Entrance to Sellinger Hall                      |
| Blue Light Tower            | Between Maryland Hall and Theatre                    |
| Blue Light Tower            | Newman Parking Lot                                   |
| Blue Light Tower            | Newman East Bus Stop                                 |
| Blue Light Tower            | Millbrook and Curly Field                            |
| Blue Light Tower            | Upper Timonium Parking Lot                           |
| Blue Light Tower            | Lower Timonium Parking Lot                           |
| Blue Light Tower            | Sidewalk in front of Aquinas Hall                    |
| Blue Light Tower            | Back of Aquinas Hall near Parking lot                |
| Blue Light Wallmount        | Bus Stop behind College Center West                  |
| Blue Light Wallmount        | Ahern North  |
| Blue Light Wallmount        | Ahern South  |
| Blue Light Wallmount        | Hammerman Entrance Callbox                           |
| Blue Light Wallmount        | McAuley Entrance by gate                             |
| Blue Light Wallmount        | Back of Sellinger Hall                               |
| Blue Light Wallmount        | Back of 5000 York Rd. Building                       |
| Blue Light Wallmount        | Back of 5104 York Rd. Building                       |
| Blue Light Wallmount        | Front of 5104 York Rd. Building                      |
| Emergency Phone             | Cathedral Parking Lot                                |

### 12.16 Escort Services

The College provides shuttle services from convenient points across the College campus during regular business hours. After hours student escort monitors are available, and provide safe and reliable escorts to locations on campus until 2:00 a.m. After 2:00 a.m. campus police are available to escort.

### **12.17 Human Resources Department**

The Human Resources Department's mission is to build partnerships that will contribute service and leadership for the College. Overall, it provides leadership, direction, and support for staff and administrator personnel policies and procedures, diversity initiatives, recruitment and employment, HR data management, employee relations, personal and professional development, including SkillSoft, the College's online learning program, employee assistance programs, College benefits, compliance issues related to recruitment, employment, and benefits, and workplace health and safety issues. The Human Resources Office is responsible for staff and administrator recruitment and hiring, and provides support and some resources for faculty and academic administrator recruitment and hiring. Human Resources is also responsible for temporary employment, student employment, staff, student, and administrative payroll processing, position vacancy announcements, immigration support, unemployment matters, the Maryland Day service award program, the Loyola Community Award program, and general program matters. Responsibilities related to compensation and benefits include the development, administration and evaluation of the College wage and salary compensation and benefits programs, payroll initiation and authorization, payroll processing for faculty, faculty contracts, personnel record keeping, retirement, managing FMLA, workers' compensation, tuition remission for high school and colleges and universities, the Live Near Your Work program, LOCATE Child Care referral service, leave reports, and flexible spending accounts and claims processing.

### **12.18 Ignatian Retreat**

The Ignatian Retreat is a five-day guided experience based on the spiritual exercises of Saint Ignatius Loyola. The basis of the experience is biblical and is comfortable for all Christians. There are two retreats offered each year, January and May, both are Sunday through Friday. The Ignatian Retreat is for faculty, full-time and core administrators and staff members who have completed their provisional employment period. Administrators and staff members interested in the Ignatian Retreat may attend only with the consent of their supervisor. Up to four additional days of paid leave are granted by the College to eligible employees attending the Ignatian Retreat. Due to the demand for this opportunity, the retreat leave benefit may be used once every five years. Individuals wishing to attend more often may do so on a space available basis and may use other accrued vacation or personal time, with the consent of their supervisor. Contact the Campus Ministry Office at extension 2768 for more information.

### **12.19 Library**

The Loyola/Notre Dame Library provides the information services and resources necessary for the educational programs and concerns of Loyola College and the College of Notre Dame. The Library is an independent corporation established by the two colleges and has a collection of some 425,000 books and bound periodical volumes, as well as media in CD, DVD, and VHS formats. In addition, the Library's Website (<http://www.loyola.edu/library>) is a gateway to a wide variety of electronic information resources. The library is available to all students, staff, administrators, and faculty. A College Identification Card is needed to enter the Library and to borrow materials.

### **12.20 The Loyola Conference**

The mandate of the Loyola Conference is to address College-wide issues, especially those dealing with mission, planning, resource allocation (human, physical and monetary), and the monitoring of progress towards goals. All faculty, administrators, staff, and students have legitimate interest in how College-wide issues are addressed and can contribute to their constructive resolution. All of these interests have representatives in the Conference.

### **12.20.1 Budget Committee**

This committee assumes responsibility for establishing the annual budget assumptions and priorities, reviewing these assumptions and priorities in relation to the College's long-range strategic plan, and drafting the College's budget (including recommendations for tuition, employee compensation, and transfers to and from the endowment). This committee reports annually, in writing, to the Conference.

### **12.20.2 College Diversity Committee**

This committee works with the Assistant Vice President for Academic Affairs and Diversity to provide campus leadership on diversity issues. These issues include: diversity in undergraduate and graduate student populations/curricular diversity in undergraduate and graduate programs; recruitment, mentoring, and retention of faculty of color; creating a campus climate that assumes, accepts, and engages diversity as necessary to the pursuit of the Jesuit education mission; creating mutually supportive linkages, and enhancing the College's reputation in Baltimore; creating mutually supportive relationships with other colleges and universities in the Greater Baltimore area; and other issues as they arise and complement the committee's charge. This committee reports annually, in writing, to the Conference.

### **12.20.3 Commencement and Convocation Planning Committee**

This committee sets goals and objectives, assists in planning, and reviews and evaluates Commencement and the Honors Convocation. The committee schedules, determines the logistics of, selects the speaker(s) for, and plans the order of events of the Honors Convocation. The committee reports annually, in writing, to the Conference.

### **12.20.4 Compensation and Benefits Committee**

This committee advises the Assistant Vice President for Human Resources and the Loyola Conference from their respective constituents' perspective about compensation (for staff and administration) and benefits goals (for all employees), the allocation of resources to meet those goals, and the monitoring of progress toward the achievement of goals. The committee reports annually, in writing, to the Conference.

### **12.20.5 Facilities Use Committee**

This committee reviews and makes recommendations for usage and conflicts of facilities, including parking, at all 3 campuses. The committee reports annually, in writing, to the Conference.

### **12.20.6 Grievance Panel**

The panel is a body elected in accordance with the Grievance Policy from which the members of the Hearing Committee are chosen. The panel includes twelve elected members (three administrators, three regular faculty members, three staff members, and three students) who serve three-year staggered terms; one member from each group is elected each year. If a seat becomes vacant, there is a special election to complete the unexpired part of the term.

### **12.20.7 Technology Services Committee**

This committee considers ways to encourage and facilitate use of technology for instruction, research, and administration, as well as informing the College community of the capabilities, limitations and changes in information technology.

### **12.20.8 Disabilities Support Services Committee**

This committee guides the College in providing services and accommodations for students, faculty and staff with disabilities.

### **12.20.9 Education for Life Committee**

This committee reviews requests and allocates funds in support of educational initiatives designed to promote student learning outside the classroom.

### **12.20.10 Employee Parking Appeals Committee**

This committee hears cases from employees appealing parking tickets and fines and makes decisions on appeals of parking tickets and fines.

### **12.20.11 Environmental Health and Safety Committee**

This committee reviews issues and establishes procedures and policies of general concern with regard to the safety of persons and property. The committee makes recommendations to the Loyola Executive Committee or other appropriate authority to eliminate or minimize safety or environmental hazards incurred throughout the College community.

### **12.20.12 Recreational Sports Advisory Committee**

This committee assesses and makes recommendations about programs in Outdoor Adventures, Lifetime Sports and Fitness Programs, Intramurals, and Club Sports. The committee advises the Director regarding policy and procedures regarding all recreational facilities, including the Fitness and Aquatic Center.

## **12.21 Public Notaries**

There are public notaries available at no fee on campus. Please contact the Human Resources Department at extension 2354 for a current list.

## **12.22 Parking**

In general, all College parking areas both on campus and off-campus are fee-based and parking is authorized by permit only. Administrators, faculty, staff and contracted employees of or at the College who wish to park a motor vehicle on the campus at any time must register their vehicle with Student Administrative Services. All parking registrations must be renewed annually. Permits are issued for the academic year. To take advantage of available space during the summer the FAS Butler lot is available for a \$10 fee each academic year. New employees must submit a copy of their current state vehicle registration and a completed campus parking registration form to the Parking Coordinator in Student Administrative Services. At this time, hang tags will be issued for the appropriate lot. Satellite parking is available at the Cathedral of Mary Our Queen on Charles Street and at 5104 York Road. The annual fee for Satellite parking is a tiered fee based upon annual salary. Shuttle service is provided to these satellite lots and throughout the campus. Faculty, administrators and staff may also purchase on campus convenience parking at the Butler/Hammerman lot or at the Champion garage for an annual fee of \$350 through a pre-tax payroll deduction. Convenience parking spaces are allocated based on length of employment, and on a first come, first served basis. The registered permit holder is responsible for all traffic and parking violations and/or tickets incurred. If a parking violation issued to an employee is not paid within ten (10) calendar days of the date of issuance, the ticket will be processed for payment through payroll deduction. Appeal forms are available at Student Administrative Services. Questions regarding parking registration and fees should be directed to the Parking Coordinator at extension 2423. Additional rules on parking can be found in the annually updated Parking Rules and Regulations pamphlet.

### **12.23 Payroll Office**

For questions concerning your paycheck, direct deposit or tax withholdings, contact the Payroll Office on extension 1349 or 2622.

### **12.24 Post Office**

Located in the Andrew White Student Center, the Post Office provides stamps, money orders, fax services, and UPS service. Package pick-up is available Monday – Friday 8:30 a.m. to 4:30 p.m. The postal window is available Monday – Friday 8:30 a.m. to 4:00 p.m.

### **12.25 Public Relations, Development and Publications Office**

The Public Relations and Publications Office manage relationships with a wide variety of internal and external constituencies, and coordinates strategies for media relations, publications, *Loyola Magazine*, internal communications, events, advertising and the College's Website. The Public Relations Office manages an active "hometown" media relations program seeking to place news of student leaders in their local community newspapers. The College can take advantage of the Office's expertise in promoting events, in particular events that are open to the public. The Publications Office is responsible for managing the College's graphic identity and provides a wide variety of creative design services to the College, including logos, brochures, viewbooks, advertising, direct mail, environmental graphics, custom invitations, stationery, business cards, and promotional specialty items.

#### **12.25.1 Media Relations**

The Public Relations Office represents the College in communicating with the media, and contact with the media is coordinated through that office. Administrators and staff should not communicate independently with representatives of the print, broadcast, or electronic news media concerning College business; such communication is appropriate only once authorized by the Public Relations Office. Calls from news media representatives always should be referred immediately to the Public Relations office.

#### **12.25.2 Gifts to the College**

The College's responsibility as a tax exempt organization requires that the tax deductibility of gifts be accurately reported, both to donors and in the institutions records. Solicitation of donors must be coordinated through the Development Office, and gifts must be processed through the Development Office. Acknowledgement and receipt of gifts may only be processed by the Development Office.

### **12.26 Recreational Sports/Fitness and Aquatic Center**

The Department of Recreational Sports supports the development and health of members of the College community. The Department provides diverse educational, recreational programs, social programs, a variety of quality opportunities through six main programming areas: aquatics, club sports, informal recreation, instructional programs, intramurals, and outdoor adventures. Faculty, staff, and administrators of the College are eligible to enroll as a member of the Fitness and Aquatic Center for a fee. Household memberships are also available. Please contact Recreational Sports at extension 5453 for fees and other details. Faculty, staff and administrators may also choose to pay a daily guest fee per visit with their Loyola ID card upon entrance to the facility. For additional information, please call extension 5453 or visit our web site at <http://www.loyola.edu/recsports>.

### **12.26.1 Facility Features**

Aquatic Center: 8 lane, 25-yard swim course, shallow lane, and diving well; on-deck sauna and hot tub; 6,000 square foot Fitness Center; 3-Court Gymnasium; Multi-Activity Court; Equipment Check-out Center; Outdoor Adventure Center; Indoor Rock Climbing Wall; 4 Racquetball and 2 Squash Courts; Elevated Walking/Jogging Track; 2 Aerobic Studios; Outdoor Grass Fields; Fitness First Café; Locker Rooms; Classrooms; Conference Room; Administrative Offices for Recreational Sports Staff.

### **12.26.2 Hours of Operation (during full academic session):**

Monday-Thursday 6:00 a.m. to 11:30 p.m.,

Friday 6:00 a.m. to 9:00 p.m.,

Saturday 9:00 a.m. to 9:00 p.m.,

Sunday 1:00 p.m. to 11:30 p.m.

Hours will vary during college breaks and holidays. Any adjustments in hours of operation will be posted in the facility two weeks in advance.

### **12.27 Safety Notices**

The College follows the Clery Act in posting and notifying the college community of all criminal offenses reportable under this act.

### **12.28 Shuttle Service**

Cathedral and York Road routes run Monday – Friday 6:00 a.m. to 12:00 a.m. The compass route runs on Thursday and Friday 5:00 p.m. to 3:00 a.m. The weekend compass route runs Saturday and Sunday 9:00 a.m. to 3:00 a.m. The website <http://www.nextbus.com> gives shuttle routes and stop prediction times. Hours are subject to change.

### **12.29 Speech and Hearing Center**

The Department of Speech-Language Pathology and Audiology operates three campus-based clinical programs that are staffed by clinical faculty and by graduate students enrolled in the Masters degree program. The following services are offered to full time employees and dependents:

- Complete hearing evaluations and follow up referral
- Comprehensive speech and language evaluations (infant through adult)
- Treatment services for diagnosed speech and language disorders
- Training for accent modification
- Consultation and advocacy services

For information, contact the Director of Clinical Education at extension 2507.

### **12.30 Women's Center**

The Women's Center is dedicated to empowering women and men by educating the College and its surrounding community on issues of gender that are of particular interest to women. The Center is a resource open to all members of the Loyola community, serving both as a haven where women's issues may be freely discussed and as a beacon that guides the community toward genuine gender equality.

*Section XIII.*

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