



# Quincy University

**POLICY HANDBOOK**  
FOR NON-INSTRUCTIONAL STAFF

**The Policy Handbook for Non-Instructional Staff is updated as policies are approved or amended, as indicated by the date. If a date is not provided, the policy is derived from the *Personnel Handbook for Administrators and Staff*, a predecessor policy statement last issued June 2012, and has not been modified.**

# POLICY HANDBOOK FOR NON-INSTRUCTIONAL STAFF

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## Contents

<b>Policy Handbook for Non-Instructional Staff 2.0</b>	<b>1</b>
Mission Statement 2.0.1	1
<b>General Statement of Policy and Scope 2.1</b>	<b>1</b>
Administration of Policies 2.1.1	2
Distribution and Revisions 2.1.2	2
Terms of Employment 2.1.3	2
Defense and Indemnification of Staff 2.1.4	2
<b>Recruitment/Appointment/Equal Opportunity Guidelines 2.2</b>	<b>3</b>
University Efforts in Hiring and Maintaining Employees 2.2.1	3
Position Approval 2.2.1.1	3
Job Description 2.2.1.2	3
Recruitment 2.2.1.3	3
Recruitment and Selection for Staff Positions 2.2.1.3.1	4
Internal Transfers, and Promotions 2.2.1.4	5
Rehires/Bridge of Service 2.2.1.5	5
<b>Employment Status Classification 2.3</b>	<b>5</b>
Regular Full Time 2.3.1	5
Regular Part Time 2.3.2	5
Temporary Full-Time 2.3.3	6
Temporary Part-Time 2.3.4	6
Exempt/Non-Exempt Status 2.3.5	6
Exempt Employees 2.3.5.1	6
Non-Exempt Employees 2.3.5.2	6
Faculty Status 2.3.6	6
Staff Emeritus 2.3.7	6
<b>Employee Responsibility 2.4</b>	<b>7</b>
Code of Ethics 2.4.1	7
Rules of Conduct 2.4.2	8

Outside Employment 2.4.3 .....	8
Additional Internal Employment 2.4.4 .....	9
<b>Working Conditions 2.5 .....</b>	<b>9</b>
Hours of Work 2.5.1 .....	9
Attendance 2.5.2 .....	9
Telecommuting Policy 2.5.3 .....	9
Time Sheets: Non-Exempt Employees 2.5.4 .....	11
Overtime (Non-Exempt Employees) 2.5.5 .....	11
Absences 2.5.6 .....	12
Absence Reporting for Exempt Employees 2.5.6.1 .....	12
Travel Advances and Reimbursement Policy 2.5.7 .....	12
Travel for University-Sponsored Trips 2.5.8 .....	13
Study Abroad / Away 2.5.8.1 .....	13
Mission Service 2.5.8.2 .....	13
Outside Activities 2.5.9 .....	14
<b>Paid Time Off 2.6 .....</b>	<b>14</b>
Paid Holidays and Vacations 2.6.1 .....	14
Vacation 2.6.1.1 .....	15
Paid Leaves 2.6.2 .....	16
Sick Leave 2.6.2.1 .....	16
Jury Duty 2.6.2.2 .....	16
Paid Funeral Leave 2.6.2.3 .....	16
Bereavement Leave 2.6.2.4 .....	17
Parental Leave 2.6.2.5 .....	17
<b>Evaluation 2.7 .....</b>	<b>18</b>
Objective and Period of Evaluation 2.7.1 .....	18
Evaluations 2.7.2 .....	18
Review with Employees 2.7.3 .....	18
Confidentiality 2.7.4 .....	18
Special Evaluations 2.7.5 .....	19
<b>Promotion, Transfer and Longevity 2.8 .....</b>	<b>19</b>
Promotion 2.8.1 .....	19

Transfer 2.8.2 .....	19
Longevity Increases and Staff Positions 2.8.3.....	19
<b>Termination of Employment 2.9.....</b>	<b>20</b>
Voluntary Termination of Employment 2.9.1 .....	20
Reduction in Force 2.9.2 .....	20
Retirement 2.9.3.....	20
Involuntary Termination of Employment 2.9.4 .....	20
Disciplinary Action/Discharge Procedure 2.9.5.....	21
Dismissal 2.9.5.1 .....	21
Progressive Discipline/Discharge Procedures 2.9.5.2.....	22
Immediate Suspension 2.9.5.3.....	23
Employee Recourse to Disciplinary Action 2.9.5.4.....	23
Status of Benefits upon Termination of Employment 2.9.6.....	23
Exit Interview 2.9.7 .....	24
References Following Separation of Employment 2.9.8.....	24
<b>Personnel Records 2.10.....</b>	<b>24</b>
Procedure and Maintenance of Personnel Records 2.10.1 .....	24
Access to Personnel Record 2.10.2 .....	25
<b>Grievance Procedure for Staff Employees 2.11 .....</b>	<b>26</b>

## POLICY HANDBOOK FOR NON-INSTRUCTIONAL STAFF

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### **Policy Handbook for Non-Instructional Staff 2.0**

#### **Mission Statement 2.0.1**

**Quincy University stands as a Catholic independent, liberal arts institution of higher learning in the Franciscan tradition. Inspired by the spirit of Francis and Clare of Assisi, we respect each person as a sister or brother with dignity, value, and worth. We work for justice, peace, and the integrity of creation. We prepare men and women for leadership and for the transformation of the world by educating them to seek knowledge that leads to wisdom. We welcome and invite all to share our spirit and life.**

#### **General Statement of Policy and Scope 2.1**

The *Policy Handbook for Non-Instructional Staff* has been prepared to inform Quincy University non-instructional staff employees of certain policies and procedures relating to employment with Quincy University (hereafter, “Quincy University” or “University”). Any of these Policies and procedures can be changed or withdrawn by the University without prior notice.

Regarding the contents of this Handbook, the President, in consultation as appropriate with the President’s Cabinet, at any time may amend, withdraw, establish, or promulgate Policies as the President deems necessary and in the best interest of the University.

Certain Policies contained in this Handbook may have been approved by the Quincy University Board of Trustees, and such Policies customarily are marked in a bold typeface. Board-approved Policies may be revised only at the direction of the Quincy University Board of Trustees.

The Policies contained in this Handbook exclude student employees and faculty employees. In the event a non-instructional employee is also employed in a faculty role, faculty Policies shall only apply to the instructional effort of the non-instructional employee.

The Policies contained in this Handbook are not conditions of employment, and nothing in this Handbook is intended to create a contract between the University and its employees. While a demonstrated effort has been made to assure the accuracy of this Handbook, it does not constitute an employment contract, but does create Policies relevant to the conduct and work of affected employees. University Policies and Procedures, which may be updated and approved subsequent to the publication of the latest version of this Handbook, shall take precedence over the contents of this Handbook.

In the event of a conflict between any specific provision of this Handbook and a provision of the *Bylaws of the Quincy University Corporation*, the relevant provision contained in the *Bylaws of the Quincy University Corporation* shall prevail. In the event of a conflict between any specific provision of this Handbook and a provision of the *Policy Handbook for All University Employees*, the relevant provision of the *Policy Handbook for All*

*University Employees* shall prevail. Only the President may determine that such conflicts exist and provide direction regarding the resolution of a conflict. The decision of the President in conflict determination and resolution is final. (Rev. Aug. 2019; Oct. 2020; June 2023)

**Administration of Policies** **2.1.1**

Adherence to and application of the Policies in this Handbook, including any interpretation necessary to apply these Policies to specific circumstances, shall be the responsibility of the Director of Human Resources or the Vice President for Business Affairs' designee, subject to the review and determination of the President. In extenuating circumstances, a supervisor can appeal to the Director of Human Resources or the Vice President for Business Affairs' designee for an exemption to those Policies. Subject to the review and determination of the President, and with prior notice to members of the President's Cabinet, the Director of Human Resources or the Vice President for Business Affairs' designee may promulgate procedures, forms, and other documents consistent with the orderly application of these Policies to the operations and management of Quincy University. (Rev. Aug. 2019; Oct. 2020)

**Distribution and Revisions** **2.1.2**

The Office of Human Resources will inform new employees of where to find a digital copy of the *Policy Handbook for All University Employees* and the *Policy Handbook for Non-Instructional Staff*. All new employees will be asked to acknowledge receipt of this information by signature. The employee's supervisor, in consultation as appropriate with the Director of Human Resources or the Vice President for Business Affairs' designee, will answer any questions about this Handbook or any related personnel policies or procedures. All handbooks are available on the Q Drive, the University's shared drive, or will be electronically published in some other fashion deemed appropriate by the University. This Handbook will be updated periodically by the Office of the President. No update or revision to this Handbook shall be made without the approval of the President.

Employees typically will be notified of new Policies or substantive changes to existing Policy via e-mail. Supervisors are responsible for notifying employees that do not have access to an e-mail account of such changes. (Rev. Aug. 2019; Oct. 2020)

**Terms of Employment** **2.1.3**

Unless an employee is given a written agreement signed by the President of the University specifying a term of employment, employees are employed "at will". This means that either the University or the employee has the right to terminate employment at any time with or without cause, consistent with the law. Nothing in this Handbook, nor any written representation by any employee, official, manager, or supervisor of the University shall be construed as a contract of employment. Only the President of the University can agree to and sign an employment contract on behalf of the University. The University has the right to not renew, with or without cause, written agreements upon expiration of the term of employment. (Rev. Aug. 2019; Oct. 2020)

**Defense and Indemnification of Staff** **2.1.4**

The University will furnish each current and former staff member of the University (except as may be prohibited by law) with legal defense and payment of judgments, fines,

penalties, settlements, and any other expenses actually and reasonably incurred in connection with an actual or threatened action suit or other legal proceeding (civil, criminal, administrative, or investigative) brought against such staff member by reason of being or having been a staff member of the University, or by reason of serving or having served the University as a member of or representative to a committee, board, or other entity outside the University, so long as the staff member's actions or omissions were within the scope of his or her University duties or authority, were in good faith and in a manner reasonably believed to be lawful and in the University's best interest, and the acts or omissions did not constitute willful misconduct, gross negligence, or recklessness. (Ins. Oct. 2020)

**Recruitment/Appointment/Equal Opportunity Guidelines 2.2**

**University Efforts in Hiring and Maintaining Employees 2.2.1**

The University will, to the best of its ability:

1. Seek to employ the best qualified person available for each position.
2. Allow present employees to apply for jobs that are newly created or vacant.
3. Pay employees a fair salary as judged by the history of wage increases at the University, the general economic condition of the Quincy area, and University budgetary constraints.

**Position Approval 2.2.1.1**

All new and vacant positions including full-time, part-time, and graduate assistant positions must be budgeted and approved for hiring prior to recruitment and appointment. Such approval must be obtained from the appropriate vice president, the Director of Human Resources or the Vice President for Business Affairs' designee, and the President; and thereafter, subsequent search and employment processes must be undertaken in compliance with all institutional policies and procedures. Searches to fill vacant positions that were previously approved and budgeted do not require presidential approval, but the final hiring authority in all cases is the President. (Rev. Aug. 2019; Oct. 2020)

**Job Description 2.2.1.2**

All employee positions must have an approved job description on file in the Human Resources Office prior to recruitment and appointment. Such job description must contain all job-related criteria necessary for successful performance of the duties and responsibilities of the position. Employees may obtain a copy of their job description from the Human Resources Office. (Rev. Aug. 2019; Oct. 2020)

**Recruitment 2.2.1.3**

Recruitment must be conducted in compliance with the equal opportunity commitments of the University. Employees and agents of the University are prohibited from violating applicable Federal, State or Local non-discrimination laws in conducting recruitment activities on behalf of the University.



## **Recruitment and Selection for Staff Positions**

### **2.2.1.3.1**

Quincy University is committed to the recruitment and selection of the best qualified candidates available for all open positions while conforming to all legal requirements. The following recruitment and selection process shall be conducted in compliance with the University's Equal Opportunity and Non-discrimination Policy.

1. The supervisor submits a completed Request to Fill Position form, job description and suggested advertisement to the appropriate vice president.
2. The appropriate vice president approves the Request to Fill Position form and forwards it to the Vice President for Business Affairs for salary range approval and signature, and then to the President for final approval.
3. After approval is granted, the completed Request to Fill Position Vacancy approval is sent to Office of Human Resources.
4. Vacant positions (with the exception of temporary assignments and intra-departmental transfers/promotions) will be posted at the Human Resources Office and on the QU web site, so that employees are aware of openings, and may apply if they so choose. Positions will normally be posted internally for at least five days before any offers will be made. Positions will also be advertised locally, regionally or nationally (as indicated by the nature of the position opening) when appropriate. All advertisements will be placed by or otherwise coordinated with Human Resources.
5. Human Resources coordinates the applicant tracking process and acknowledges receipt of application. Human Resources forwards applications and resumes for the position to the hiring supervisor/search committee. The supervisor/search committee reviews applications, recommends candidates for interviews and contacts those candidates to schedule phone, video, or campus interviews. All interview candidates for full-time exempt and faculty positions must meet with the President or the President's designee.
6. Interview questions must be in compliance with EEO guidelines. The Director of Human Resources or the Vice President for Business Affairs will provide guidelines and/or training for appropriate interview questions and topics.
7. Interviews are conducted and references are checked by the supervisor/search committee. The supervisor/search committee then recommends a final candidate to the relevant vice president for approval, subject to the review and determination of the President.
8. The vice president forwards recommendations for all candidates for full-time positions to the Director of Human Resources or the Vice President for Business Affairs, prior to submission to the President for approval.
9. When a recommendation is accepted, a verbal offer is made to the candidate contingent upon the successful completion of a background check confirming education credentials, employment background and the absence of a criminal record.
10. Candidates accepting a verbal offer may not begin employment until the background check is complete. The Office of Human Resources will conduct the

background search and notify the supervisor of its findings. After notification, the supervisor is required to complete a New Hire Notice prior to the employee's start date. December start dates are discouraged.

11. Candidates accepting a verbal offer for a staff position may receive a letter of appointment or contract upon the successful completion of the background check. A contract must be signed and returned to the Office of the President prior to the employee's first day of employment.
12. All search-related materials are forwarded to the Human Resources office after the position has been filled.
13. Supervisor/search committee notifies all applicants that were contacted for additional information or formal interview when the position has been filled.
14. Search files are retained by Human Resources for three years.

(Rev. Aug. 2019; Oct. 2020; Jan. 2023)

**Internal Transfers, and Promotions** **2.2.1.4**

It is customary to post all job vacancies; however, positions being filled from within the same department (e.g. promotions and intra-department transfers) are an exception.

**Rehires/Bridge of Service** **2.2.1.5**

If the break in University service is less than one year, the employee will be reinstated and an adjusted hire date of employment will be used in determining benefits as defined by the benefit plan. However, no employment benefits will be paid or accrued retroactively for time not worked.

If a person is rehired within 30 calendar days of separation, there will be no break in continuous service. A person rehired with a break in service of one year or more, will be considered a newly hired employee.

Eligibility for longevity bonuses is defined in Section 2.8.3. This policy applies to full-time employment only. (Rev. Aug. 2019)

**Employment Status Classification** **2.3**

An employee may be classified as regular or temporary full time, or regular or temporary part time according to the following definitions:

**Regular Full Time** **2.3.1**

Works a regular schedule of 30 hours per week or more and may participate in all University benefit programs, as set forth in this Handbook. Due to payroll law, non-exempt staff are not eligible to work part-time in exempt roles. (Rev. Aug. 2019)

**Regular Part Time** **2.3.2**

Works a regular schedule of fewer than 30 hours per week, and is eligible for certain University benefit programs as set forth in this Handbook. (Rev. Aug. 2019)

**Temporary Full-Time** **2.3.3**

Works a schedule of 30 hours per week or more, but is hired for an indefinite period, usually less than a year, as a condition of employment. These employees receive certain University benefits designated in this Handbook. (Rev. Aug. 2019)

**Temporary Part-Time** **2.3.4**

Works less than 30 hours per week for an indefinite period, and receives certain University benefits designated in this Handbook. (Rev. Aug. 2019)

**Exempt/Non-Exempt Status** **2.3.5**

In compliance with the Fair Labor Standards Act of 1938, as amended, the University classifies all personnel into two groups: Exempt and Non-Exempt.

**Exempt Employees** **2.3.5.1**

In order to be considered as “exempt” from the minimum wage and overtime provisions of the Fair Labor Standards Act, an employee must be in a position which can be substantiated to be of an executive, administrative or professional nature, information technology, or highly compensated. The classification of an employee as “exempt” depends upon the employee’s duties, responsibilities, and salary. Exempt employees are routinely expected to work beyond the normal work schedule of 40 hours per week, including evenings and weekends, without compensatory time off or additional payment. (Rev. Aug. 2019; Oct. 2020)

**Non-Exempt Employees** **2.3.5.2**

The classification of an employee as “non-exempt” depends upon the employee’s duties, responsibilities, and wages according to the Federal Labor Standards Act. “Non-exempt” employees are subject to minimum wage and may be eligible for overtime pay for hours worked in excess of 40 hours per week. The Department of Labor requires the University to compensate non-exempt employees for time worked; therefore, work performed voluntarily is not allowed. (Rev. Aug. 2019)

**Faculty Status** **2.3.6**

Employees who hold faculty rank but serve in non-faculty positions are subject to the terms and conditions of employment specified in the *Policy Handbook for Non-Instructional Staff* with respect to their non-faculty appointment. Such persons do not accrue any rights to continuing employment or any greater rights than those specified in these handbooks. Both faculty and non-instructional staff are subject to the terms and conditions of employment specified in the *Policy Handbook for All University Employees*. (Rev. Aug. 2019)

**Staff Emeritus** **2.3.7**

All staff employees who have retired in good standing from Quincy University with at least 15 years of full-time service are eligible to be nominated for Staff Emeritus. The intention of this recognition is to honor a staff member who has served the University in a positive and professional manner over an extended period of time and who has made significant contributions to the fulfillment of the mission and programs of the University. The purpose

of staff emeritus status is to encourage an individual to maintain association with the institution. (Ins. Aug. 2019)

Nominations may be submitted in writing to the President's office for review and approval by the President. The nomination should include a statement on why you feel the individual is worthy of this recognition. Eligible employees may be nominated by any current full-time QU employee.

Benefits:

- Free admission to all QU home athletic events (except NCAA tournament games)
- Complimentary membership to the QU Health & Fitness Center
- Continued use of their QU email account
- Invitations to Christmas party and end-of-the year Celebration
- Access to University Faculty/Staff cafeteria meal plans
- Use of Brenner Library
- Use of Faculty/Staff discount at the QU Bookstore and online shopping portal

## **Employee Responsibility 2.4**

All staff personnel, by virtue of their employment by the University, agree to accept the responsibilities of membership in the Quincy University community, and adhere to the Code of Ethics and Rules of Conduct set forth below. (Rev. Aug. 2019)

### **Code of Ethics 2.4.1**

1. Proper operation of the University requires that employees provide responsible service and use the designated organizational channels when seeking decisions and policy determinations.
2. Employees of Quincy University are bound to observe, in their official acts, the highest standards of ethics and morality and to faithfully discharge the duties of their position and avoid any activity that may be perceived as a conflict of interest.
3. Employees should not act in any way to breach the law, nor should they ask others to do so.
4. No employee shall engage in business or transaction or shall have a financial interest, direct or indirect, which is not compatible with fully independent judgment in the performance of the employee's duties for Quincy University
5. Employees shall not disclose confidential information concerning the business or personnel of the University without the written permission of the President.
6. Employees shall not report inaccurate, deceptive, or misleading institutional data, including but not limited to inaccurate enrollment and admissions data, to any state or federal agency, to any accrediting body, or to any media organization that requests such data for the purpose of comparing universities with one another.  
(Rev. Aug. 2019)

## Rules of Conduct

2.4.2

1. Perform specific tasks as defined by the supervisor or as outlined in the job description to the satisfaction of the supervisor.
2. Perform a full day's work in an efficient and diligent manner in accordance with accepted methods and standards.
3. Be at work on scheduled working days at a proper starting time and remain at assigned work places during regular office hours
4. Observe lunch periods without abuse.
5. Notify the supervisor as quickly as possible if absence from work is necessary.
6. Use carefully, considerately, and keep in proper condition computers, tools, machines, cars, and other property and equipment.
7. Cooperate in keeping the premises and equipment clean and in maintaining sanitary conditions.
8. Follow established safety practices and report employee-related accidents promptly to the Director of Human Resources or the Vice President for Business Affairs' designee.
9. Observe established organizational channels.
10. Maintain a positive attitude and address all human relations with patience, tact and diplomacy.
11. Do not promote discord among fellow workers, students, faculty and staff.
12. Cooperate with other University offices to assure prompt and efficient services for students.
13. Cooperate with the supervisor to ensure efficient operation of the office, group, or task and inform the supervisor promptly if problems occur.
14. Avoid gossiping and furthering rumors.
15. Refrain from practices or activities that may interfere with the job performance of others or impinge upon their health and welfare.
16. Honor the confidentiality of files, records and documents.
17. Follow all University policies outlined in the *Policy Handbook for All University Employees* and the *Policy Handbook for Non-Instructional Staff*. (Rev. Aug. 2019; Oct. 2020)

## Outside Employment

2.4.3

The University does not prohibit employees from performing non-University work outside of regular business hours. However, if the outside work results in a conflict of interest or otherwise interferes with the performance of duties on campus, employees may be asked to choose between jobs. No employee of the University shall engage in any activity, employment, business, professional work, or enterprise that is inconsistent, incompatible, or in conflict with efficient performance of the employee's duties, functions, and responsibilities as an employee as judged by the employee's supervisor(s).

A full-time employee wanting to engage in outside employment on a continuing basis shall request permission of the employee's supervisor noting the nature of employment, the name of the prospective employer and the approximate time of day of employment. The supervisor, in consultation with the vice president, shall respond to the request in writing and provide a copy to the Director of Human Resources or the Vice President for Business Affairs' designee. (Rev. Aug. 2019; Oct. 2020)

**Additional Internal Employment 2.4.4**

Employees in exempt positions are not eligible for additional pay for time worked beyond the normal work schedule. In recognition of the fact that exempt employees routinely work beyond the normal work schedule, the University provides a liberal vacation schedule.

Exempt employees who are invited to teach a course at Quincy University must first seek written approval from their supervisor. If permission is granted and the staff member's proposed teaching duties are distinct from his or her regular staff responsibilities, both in content and in schedule, the staff member will receive additional pay based on the University's normal pay schedule for adjunct faculty. If the teaching responsibilities are not distinct from the staff member's regular responsibilities, and if the class is scheduled during office hours, the staff member will not receive additional pay for teaching. To ensure that a staff member's primary job responsibilities are not compromised by additional workloads, the University normally limits additional teaching responsibilities to one course per semester. Any exception must be approved by the employee's vice president in consultation with the Vice President for Academic Affairs. (Rev. Aug. 2019)

**Working Conditions 2.5**

**Hours of Work 2.5.1**

The standard work week for exempt and non-exempt employees is forty (40) hours and should ordinarily be incorporated into the institution's regular business hours. Business hours are 8:00 AM to 5:00 PM Monday through Thursday and 8:00 to 4:30 on Friday. (Rev. Aug. 2019)

**Attendance 2.5.2**

Exempt and non-exempt employees are expected to report to work regularly and on time. In those instances when you cannot avoid being late for work or are unable to work as scheduled, you must notify your supervisor within the first hour of the workday, barring extenuating circumstances that make such notification impossible or extremely difficult. Poor attendance and/or excessive tardiness may lead to disciplinary action, up to and including termination of employment. (Ins. Oct. 2020)

**Telecommuting Policy 2.5.3**

Telecommuting is defined as a situation where circumstances are deemed appropriate for an employee of the University to be compensated for performing assigned responsibilities in a non-campus and non-University-affiliated work environment, which will most typically be the employee's place of residence. Telecommuting requests, whether initiated by an employee or supervisor, are considered for approval on a case-by-case basis. Permission for telecommuting is not a right and is not guaranteed.

The University's standard method of operation requires an employee's on-campus presence during regular office hours; however, an employee or supervisor may request a telecommuting arrangement, usually on a short-term or project-specific basis. Approval to engage in telecommuting is granted at the discretion of the appropriate vice president for the office in which the employee works, with approval subject to review and determination by the President of the University.

All of the following conditions must be met to establish and qualify for an approved work-at-home arrangement:

- A Telecommuting Assignment Agreement must be memorialized in writing between employee and supervisor and must be approved and signed by the appropriate vice president and employee in consultation with the Office of Human Resources.
- All documentation supporting the arrangement, including the signed Telecommuting Assignment Agreement, is developed and submitted to the Office of Human Resources.
- All or most significant components of the work can be completed remotely.
- The operational needs of the department or office are met.
- The work is considered official University business.
- The employee must have access to a home work space suitable for confidential conversations and timely completion of work assignments, with the employee to remain free of distractions that inhibit effective performance.

The required documentation must include, but is not limited to, a signed Telecommuting Assignment Agreement (see above) outlining the supervisor's general expectations regarding work hours, productivity/volume of work, quality of work, timelines, length of telecommuting agreement, and any allocation of University resources.

A predetermined work schedule is expected for approved telecommuting arrangements. Employees who work remotely must be available during scheduled work hours by phone, video conference, e-mail and/or other specified methods of communication with their supervisor, co-workers, and any others with whom job-related communication is necessary. If the employee wishes to modify the schedule, including time off, normal procedures are followed to make the request. Vacation or sick leave will be charged when appropriate for telecommuting employees, consistent with institutional practice in a non-telecommuting work assignment.

Supervisors are responsible for ensuring non-exempt employees comply with all timekeeping and overtime regulations, as defined by policy, and that an accurate report of hours worked is submitted. Salaried employees are not covered by the overtime and record keeping requirements of the Fair Labor Standards Act which allows for flexibility in work scheduling for those individuals. Even though the law allows this latitude, exempt staff members are required to discuss specific scheduling arrangements with their supervisor, obtain the necessary approval(s), and submit documentation.

All telecommuting arrangements are granted on a temporary and revocable basis, and may be discontinued by the University at any time and for any reason or for no reason. In addition, an employee may request to conclude a telecommuting agreement at any time, with the exception of those employees whose position description requires telecommuting assignments as a condition of the employee's position.

Telecommuting is not intended to allow employees time to provide daily childcare, work at other jobs, or run their own business. Failure to fulfill normal work requirements, both qualitative and quantitative, may be cause for disciplinary action or termination of employment.

Employees are expected to maintain a private or suitable work environment that is conducive to achieving expectations outlined in the Telecommuting Assignment Agreement (e.g., professional background for video conferencing). Equipment and supplies may be made available by the University on a case-by-case basis depending on the work to be done and the availability of resources within the office, department, or University. Equipment owned or provided by the employee is used at no cost or risk to the University and is maintained by the employee. The employee is responsible for operating cost, home maintenance, or any other incidental cost (e.g. utilities) associated with the use of his/her residence. The use of employee owned equipment while working remotely does not compromise the University's intellectual property rights or relieve employees of their duty to protect confidential data or University property.

Workers' Compensation laws may apply if the employee is injured in the course of performing official duties at the alternative work location. The University is not liable for other property damage or bodily injury that results from participation in a telecommuting arrangement.

Telecommuting arrangements for a specific employee may be re-evaluated or terminated at any time and for any reason or for no reason and will be evaluated as circumstances suggest or prior to renewal. (Ins. Apr. 2021)

**Time Sheets: Non-Exempt Employees 2.5.4**

An official record of an employee's time worked is created through the Quincy University Webclock. Falsification of information may result in dismissal of the employee. Supervisors are responsible for verification and approval of time recorded. (Rev. Aug. 2019)

**Overtime (Non-Exempt Employees) 2.5.5**

The standard work week for Quincy University non-exempt employees is forty (40) hours. It is the policy of the University to maintain the standard work week and to restrict overtime work for non-exempt employees under the Fair Labor Standards Act (FLSA). Prior to working any hours beyond the established schedule for any department, non-exempt staff members must have prior approval of their supervisor. Non-exempt employees who work unauthorized overtime are subject to disciplinary action.



Quincy University abides by federal and state wage and hour laws requiring that non-exempt employees receive compensation at a rate of time and one-half for time actually worked in excess of forty (40) hours per week. In lieu of overtime compensation, flex time may be taken within that work week. Hours that are paid but not worked (holidays, vacation, sick days, etc.) do not count as hours worked under FLSA. (Rev. Aug. 2019; Oct. 2020)

**Absences 2.5.6**

Employees are not allowed to take sick leave or vacation leave that exceed their available hours for these purposes. If an employee must be absent due to illness and has exceeded the hours of sick leave accrued, the illness must be documented in compliance with Section 2.6.2.1 and the time taken off is without pay. Absences exceeding accrued time available may be considered “excessive” and subject to disciplinary action. If an employee’s absence is approved as Family Medical Leave Act (FMLA) time, the FMLA regulations and applicable FMLA policy take precedence over this policy. (See: Policy Handbook for All University Employees, Section 1.13.1.2)

When applicable, employees are required to obtain their supervisor’s permission for all time out of the office. (Rev. Aug. 2019)

**Absence Reporting for Exempt Employees 2.5.6.1**

All absences must be reported monthly on the appropriate Absence Report Form which must be signed by the employee and the employee’s supervisor and forwarded to the Office of Human Resources. Falsification of information on the absence report may result in dismissal.

Exempt employees are not required to submit hourly timesheets and do not qualify for overtime compensation or flex time. Therefore, exempt employees are required to report vacation time used, regardless of the hours worked during the pay period. However, if an exempt employee is required on a recurring basis to work substantially more hours than would typically be required for his/her position, an afternoon or a day off with pay may be granted at the discretion of his/her supervisor. Supervisors are cautioned to treat each situation with a reasonable level of consistency.

When the primary purpose of an absence is vacation or is due to an illness, the occasional checking of e-mail and/or voice mail, and any work resulting therefrom, does not constitute work time and must be reported accordingly. (Rev. Aug. 2019; Rev. June 2023)

**Travel Advances and Reimbursement Policy 2.5.7**

Travel arrangements for all University travel must be approved in advance by the authorized supervisor.

University personnel may obtain advances from the Business Office for University-related travel. An Itemized Expense Voucher must be completed and returned with itemized receipts to the Business Office upon return. Meal reimbursement for same day travel is allowed only for meals purchased out-of-town.

## **Travel for University-Sponsored Trips**

**2.5.8**

### **Study Abroad / Away**

**2.5.8.1**

This policy covers international or domestic travel under the auspices of the University; it does not pertain to travel that has no connection to the University.

Study abroad/away is for academic purposes and must be associated with a credit bearing course. Subject to prior supervisorial approval, staff members may serve as a program leader or chaperone on University-sponsored domestic or international study abroad trips, when a need for such service has been determined. The supervisor has the right to deny approval based on the business and staffing needs of the office, as well as the development of the employee.

Staff members who have completed six (6) or more months of service and who work in a regular full-time or regular part-time staff position are eligible for participation. Employees must be in good standing and must not be on a written warning or on a suspension. The University does not allow non-staff family members, or friends to serve as a program leader or chaperone.

Employees may take up to five (5) consecutive business days at regular pay for one University-sponsored trip per fiscal year. Time available for part-time and new employee participation will be determined on a prorated basis. Time taken for this purpose will not be counted against the employee's accrued vacation time.

Staff members must apply for participation in a study abroad program with the QUEST Center and be approved to participate. Upon approval to participate, it is the staff member's responsibility to submit a completed Request for Study Abroad Travel to the Director of Human Resources or the Vice President for Business Affairs (or CFO's designee). The designated human resource staff person will review the application for eligibility and forward the request to the supervisor for approval.

Subject to prior supervisorial approval and approval by the QUEST Center, staff members without a formal or informal University role in the program may participate in a study abroad/away trip. In such cases, no course credit will be awarded. The employee must use accrued vacation time and is responsible for all expenses incurred, including the program fee, as well as lodging, meals, or transportation not covered by the fee.

The spouse or partner of a staff member may travel with the study abroad group with the permission of the QUEST Center. No University resources are to be used on the behalf of the spouse or partner and the University is not responsible for providing support or services to unaffiliated travelers. (Ins. Sept. 2022)

## **Mission Service**

**2.5.8.2**

The purpose of this policy is to provide staff members an opportunity to serve as a chaperone or participate voluntarily in University-sponsored Mission trips.

All participation is subject to prior supervisor approval and must be approved by the Office of Mission and Ministry. Staff members may serve as chaperones on domestic or international Mission trips, when a need for such service has been determined. The supervisor has the right to deny approval based on the business and staffing needs of the office, as well as the development of the employee.

Staff members who have completed six (6) or more months of service and who work in a regular full-time or regular part-time staff position are eligible for participation. Employees must be in good standing and must not be on a written warning or on a suspension. The University does not allow non-staff family members or friends to serve as chaperones.

Employees may take up to three (3) consecutive business days at regular pay for one University-sponsored trip per fiscal year. Time available for part-time and new employee participation will be determined on a prorated basis. Time taken for this purpose will not be counted against the employee's accrued vacation time.

Employees may choose to add their vacation time to extend the service benefit or request leave without pay. All service time is subject to approval, in advance. Time allowed for Mission Service does not carry over from one benefit year to the next.

Staff members participating voluntarily and without a formal or informal University role on the trip are responsible for the program fee and any lodging, meals, or transportation not covered by the fee. A condition of participation also requires employees to partake in and contribute to all student activities, including meals and lodging.

The spouse or partner of a staff member may travel with the mission group with the permission of the Office of Mission and Ministry. No University resources are to be used on the behalf of the spouse or partner and the University is not responsible for providing support or services to unaffiliated travelers. (Ins. Sept. 2022)

**Outside Activities 2.5.9**

The University assumes no responsibility for the competence or performance of “outside activities” engaged in by an employee, nor may any responsibility be implied in any advertising with respect to such activities. The use of official University titles for purposes unrelated to the employee’s work responsibilities is prohibited without the written approval of the President of the University. Employees may not represent themselves as acting on behalf of the University. (Rev. Aug. 2019)

**Paid Time Off 2.6**

**Paid Holidays and Vacations 2.6.1**

The following are paid holidays for all full and part-time regular employees:

- New Year’s Eve
- New Year’s Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Day Before Thanksgiving
- Thanksgiving Day
- Day After Thanksgiving
- Day Before Christmas Eve
- Christmas Eve
- Christmas Day

In addition, the University may provide additional holidays as exclusively determined and announced by the University.

If a holiday falls on Saturday, the preceding Friday shall be considered a paid holiday. If a holiday falls on Sunday, the following Monday shall be considered a paid holiday. In addition, employees must be in paid status in order to be compensated for the holiday(s).

The designation of future Federal holidays by the U.S. Congress may result in the elimination of an existing paid holiday. Management reserves the right to modify the Paid Holiday schedule at any time. (Rev. Aug. 2019; Oct. 2020; June 2023)

**Vacation 2.6.1.1**

Quincy University provides annual paid vacation to regular full and part-time employees based on completed time of service. Coaching staff and certain other employees are not eligible for accrual of paid vacation as indicated as a condition of employment on their contract. Vacation hour(s) are granted to eligible employees upon hire and annually on June 1st. Unused hours as of May 31 are forfeited. The following schedule is used to determine time awarded:

Lump Sum Hours Based on Contract Months	10 Months	11 Months	12 Months
1 <sup>st</sup> – 7 <sup>th</sup> Year	100 Hours	110 Hours	120 Hours
8 <sup>th</sup> Year +	140 Hours	150 Hours	160 Hours
Lump Sum Hours Based on Hours Worked	20 Hours	25 Hours	35 Hours
1 <sup>st</sup> – 7 <sup>th</sup> Year	60 Hours	75 Hours	105 Hours
8 <sup>th</sup> Year +	80 Hours	100 Hours	140 Hours

At the time of separation from the University, employees shall be paid for accrued vacation time in their next or final paycheck. Upon voluntary separation or involuntary separation for cause, vacation hours will be prorated based on the number of months the employee was employed during the academic year. If an employee has taken more vacation than would be earned in a pro-rata situation and separation occurs, employee by his/her receipt of this policy, consents and authorizes that a dollar amount equal to the excess pro-rata share of vacation used will be deducted from the employee’s next or final paycheck.

To ensure Quincy University’s staffing and operational needs are met at all times, all requests for time off should be submitted to the supervisor for review and approval preferably 2 to 4 weeks prior to the requested date(s). Time off lasting more than one week must be pre-approved by the supervisor a minimum of one month prior to the requested dates. Supervisors reserve the right to approve vacation according to business needs and in the order in which they are received. (Rev. Aug. 2019; May 2020; Oct. 2020)

**Paid Leaves** **2.6.2**

**Sick Leave** **2.6.2.1**

Regular full-time employees working 40 hours per week on a 12-month basis will accumulate sick leave at the rate of 3.34 hours per month. Regular full-time employees working less than 40 hours per week on a 12-month basis and regular part-time employees working less than 35 hours per week on a 12-month basis will accrue sick time calculated on the number of hours worked per week. Employees do not accrue paid vacation or sick time while on sick leave. Unused sick leave may be accumulated and carried forward to a maximum of 65 days based on the number of hours worked per day. Sick leave will begin to accrue from the date of employment for all employees. Vacation time will automatically be used when sick time is not available.

Supervisors or the Office of Human Resources may request a physician's certification or other official verification of the reasons for taking sick time, particularly in cases of chronic, patterned, or long-term absence. In addition, staff members may be disciplined if more sick time is taken than entitled to or in cases of excessive unscheduled absences or other egregious use of sick time. If sick time usage extends beyond three consecutive work days, staff members may be required to apply for leave under FMLA, and, in cases where the absence is due to the staff member's own health condition, provide a fitness for duty certification to their supervisor or the Office of Human Resources upon return to work. The University may, when appropriate, designate the leave as FMLA leave.

Sick days are intended to be used for medical related absences only. These days may be used in cases of illness of the employee or the employee's immediate family. Immediate family consists of: spouse, child, or parent. If you or an immediate family member must be absent due to illness, the occasional checking of e-mail and/or voicemail and any work resulting therefrom, does not constitute work time and must be reported as such. Employees are expected to notify their supervisor of their absence prior to the beginning of the work day.

Employees are not eligible for reimbursement for any unused sick leave. (Rev. Aug. 2019; Oct. 2020)

**Jury Duty** **2.6.2.2**

All regular employees who work 30 hours or more per week will receive their regular pay while engaged in jury duty service. If the employee is released from jury duty during his/her regular work schedule, the employee is expected to report to work. (Rev. Aug. 2019)

**Paid Funeral Leave** **2.6.2.3**

In the case of a death in the immediate family, Quincy University may provide all regular employees who work 35 hours or more per week up to three days paid time off to attend the funeral or interment. Funeral leave must be approved by the employee's supervisor.

Immediate family consists of: 1) an employee's spouse or registered domestic partner; 2) the son, daughter, parent, grandparent, grandchild, brother or sister (or spouse of any of them), of either the employee or his or her spouse; 3) any other related person living in the employee's household. You are eligible for one day of paid leave to attend the

funeral of an aunt, uncle, niece, nephew, cousin, or sister or brother of a registered domestic partner.

If additional time is needed, vacation time or excused absence without pay may be granted. When the death of a family member covered by this policy occurs while an employee is on a scheduled vacation, the employee's vacation is converted to funeral leave for the period that the person would have qualified for had he or she been working. (Rev. Aug. 2019; Oct. 2020)

#### **Bereavement Leave**

**2.6.2.4**

An employee shall be entitled to unpaid bereavement leave of up to two (2) weeks (10 work days) to:

1. Attend the funeral or alternative to a funeral of a covered family member;
2. Make arrangements necessitated by the death of a covered family member
3. Grieve the death of the covered family member; and/or
4. Be absent from work due to (i) a miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth.

The Bereavement Leave must be completed within 60 days after the date on which the employee receives notice of the death of the covered family member or the date on which an event above occurs. Where more than one event listed above occurs in a 12-month period, the employee is entitled to a maximum of six weeks of Bereavement Leave.

Covered family member means an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. (Ins. July 2022)

#### **Parental Leave**

**2.6.2.5**

For birth, adoption, legal guardianship, or foster placement of a minor child (i.e., a "qualifying event") whose full-time employee new parent is the primary caregiver of that child, 100% of salary and benefits will be available for that non-instructional staff parent for a maximum of six (6) weeks, with this paid parental leave time to be taken immediately prior to or in the weeks immediately following the qualifying event. Only a new parent with full-time employee status is eligible for parental leave time. Parental leave may be taken separate from and in addition to any leave taken under the sick leave policy (see 2.6.2.1). For purposes of this Policy, parental leave may not be taken more than one (1) month prior to or six (6) months following a qualifying event.

An employee applying for parental leave must attest in writing that the employee is the primary caregiver of the minor child. Parental leave is intended for concurrent use with leave applied for under the provisions of the FMLA.

Eligibility for parental leave begins twelve (12) months from the full-time employee's initial employment date and is limited to a parent who is serving as the primary caregiver of the child. (Only one parent can serve as the primary caregiver of a child.) If both parents are full-time employees at Quincy University, then only one (1) parent at a time is eligible. (Ins. October 2023)

**Evaluation** **2.7**

**Objective and Period of Evaluation** **2.7.1**

The primary purpose of the Performance Planning and Review is to inform employees of how well they are doing and how they can improve their work performance.

All non-academic employees are evaluated periodically by their immediate supervisors to determine demonstrated skills, abilities, and performance in relation to the requirements of their position.

Non-exempt employees are evaluated annually.

Performance appraisals for all non-academic employees will be conducted a minimum of once per year on or before February 28. Completed Performance Planning and Review forms must be submitted to the Director of Human Resources or the Vice President for Business Affairs' designee no later than March 15. These forms will be kept in the employee's personnel file maintained in the Human Resources office. The fact that the University endeavors to conduct performance appraisals shall not be construed as creating an expressed or implied contract of employment. Any failure to provide an evaluation and any deviation from these discretionary procedures shall not modify the employee's status as an at-will employee. Supervisors are not required to conduct a performance review on new hires after October 1 of the academic year. (Rev. Aug. 2019; Oct. 2020)

**Evaluations** **2.7.2**

Evaluations shall be made by the immediate supervisor of each employee. The employee's supervisor shall assure that any unsatisfactory rating is fully explained on the evaluation form. Likewise, an explanation must also be provided for Superior ratings.

**Review with Employees** **2.7.3**

The supervisor shall discuss the performance evaluation with the employee being evaluated. The employee will receive a copy of the evaluation form and may indicate in writing whether or not the employee agrees with the evaluation. If the employee disagrees with the evaluation, the employee may discuss the points in question with the appropriate supervisor. If an agreement cannot be reached, the disputed areas are taken to the employee's vice president. If agreement still cannot be reached on the content of the performance evaluation, the employee is given the opportunity to submit a written rebuttal to the Director of Human Resources or the Vice President for Business Affairs' designee to become a permanent part of the performance evaluation and included in the personnel file. (Rev. Aug. 2019; Oct. 2020)

**Confidentiality** **2.7.4**

Performance Planning and Reviews are confidential and will be made available only to: (a) the employee evaluated or the employee's authorized representative; (b) the employee's supervisor or vice president; (c) the Director of Human Resources or the Vice President for Business Affairs' designee; (d) other staff on a need-to-know basis as determined by the Director of Human Resources or the Vice President for Business Affairs' designee, with the employee's approval; (e) President of the University. (Rev. Aug. 2019; Oct. 2020)

**Special Evaluations 2.7.5**

Special evaluations may be completed at any time. The special evaluation may cover any period and will not influence nor change the normal evaluation period. Special evaluations may be submitted for the following:

1. When an employee requests a Performance Evaluation.
2. To recognize unsatisfactory and/or marginal performance. Such evaluations shall outline the timetable and the steps necessary for the employee to raise performance to a satisfactory level. A second evaluation will be conducted at the conclusion of the stated timetable.

**Promotion, Transfer and Longevity 2.8**

**Promotion 2.8.1**

Promotion is a movement by an employee to a different position requiring the completion of more complex tasks and/or more education or training that was the case with the former position. Promotion often, but not always, is associated with a higher rate of pay or some other adjustment in working conditions.

When an employee moves from one position to another, the University, in its sole discretion, will determine whether such movement qualifies as a promotion or a transfer (see para. 2.8.2).

The University promotes employees from within the University whenever possible, giving preference to internal applicants when internal and external candidates are equally qualified for a given position. (Rev. Aug. 2019)

**Transfer 2.8.2**

A transfer is a movement by an employee to a different position requiring the completion of tasks at a similar or lower level of complexity and/or similar or lower levels of education or training than was the case with the former position. Transfers from one position to another, similarly situated position will normally involve no change in rate of compensation. Transfers from one position to another position requiring a lower level of complexity and/or training will normally involve a lower rate of compensation.

When an employee moves from one position to another, the University, in its sole discretion, will determine whether such movement qualifies as a promotion or a transfer (see para. 2.8.1).

It is recommended that employees who are interested in applying for an opening in another department discuss their intentions with the Director of Human Resources or the Vice President for Business Affairs' designee before applying. An employee's indication of an interest in a promotion/transfer will in no way affect the employee's current position.

Any employee who is transferred from one staff position to another with equivalent salary ranges shall maintain their assigned salary. The department from which the transfer is being made is entitled to at least two weeks' notice. (Rev. Aug. 2019; Oct. 2020)

**Longevity Increases and Staff Positions 2.8.3**

To recognize continuous full-time years of service to Quincy University, all exempt and non-exempt employees will be granted an increase in their base salary. The increase will



be effective the first day of the month following completion of the anniversary year according to the following schedule:

15 full years of service	\$1,000
20 full years of service	\$1,500
25 full years of service	\$2,000
30 full years of service	\$2,500
35 full years of service	\$3,000

Employees rehired within one year of their resignation date will receive credit for prior years of service. (Rev. Aug. 2019)

**Termination of Employment 2.9**

**Voluntary Termination of Employment 2.9.1**

Employees are free to terminate their employment with the University at any time. Employees are expected to submit a letter of resignation which includes the date of termination, and the employee's signature. In addition, it is customary for non-exempt employees to provide a minimum of two weeks' notice, and for exempt employees to give four weeks' notice of intent to terminate employment. An employee's failure to give proper notice may be noted in the employee's personnel record, and may be considered in any future decisions regarding re-employment with the University.

All wages due the employee for time worked, will be paid on the next regularly scheduled payday after the employee's last day of employment. Payment for vacation may, in some instances, be paid on the following regularly scheduled pay date. (Rev. Aug. 2019)

**Reduction in Force 2.9.2**

A reduction in force is a termination of employment of one or more employees as the result of economic conditions, reorganizations, or elimination of positions which are no longer required in order for the University to conduct its business. When the decision has been made by the University to implement a reduction in force, the decision to retain or release an employee will be based on one or more criteria including, but not limited to, skills, qualifications, performance level, work assignment, and the employee's ability to perform other available positions at the University.

**Retirement 2.9.3**

There is no mandatory retirement age for employees of the University. Some benefits upon retirement do have contract and service limits, therefore, an employee who is planning to retire is requested to notify his/her supervisor and to contact the Director of Human Resources or the Vice President for Business Affairs' designee at least six months prior to the planned retirement date. The Director of Human Resources or the Vice President for Business Affairs' designee will provide the employee with information about benefits upon retirement. (Rev. Oct. 2020)

**Involuntary Termination of Employment 2.9.4**

Involuntary termination occurs when the University terminates a person's employment with the University. This is most often due to the employee's inability to meet job performance requirements or in situations where an employee's actions are deemed detrimental to the interests of the University or its employees. In the case of involuntary

termination, the tuition remission benefit for the employee will cease effective with the termination date, however, the dependent(s) of a terminated employee may complete the current semester in which they are enrolled. At the discretion of the President, involuntarily terminated employees may be treated as voluntarily terminated employees for the purpose of this benefit.

The University reserves the right to terminate an employee at any time with or without cause.

## **Disciplinary Action/Discharge Procedure 2.9.5**

Quincy University attempts in every way to treat each individual employee in a manner consistent with its institutional goals and Franciscan heritage. The purpose of the University discipline/discharge procedure is to provide a means of correction, not punishment.

### **Dismissal 2.9.5.1**

The University retains the right to take disciplinary action up to and including termination for serious infractions, misconduct, violations of rules or safety measures, or for other serious performance issues.

- A. Actions which may result in immediate dismissal include, but are not limited to:
1. Falsification of personnel records, including time records and applications for employment.
  2. Incompetence or inefficiency.
  3. Neglect of duties, insubordination, or disobedience.
  4. Unauthorized possession of or drinking of any alcoholic beverages or the use, sale, dispensing, or possession of narcotics, barbiturates, hallucinogens, amphetamines or marijuana on University owned or operated property. The use of appropriately prescribed medication is accepted.
  5. Unexcused absence for three (3) days without notification or reasonable cause.
  6. Theft, unauthorized use or removal of University property.
  7. The possession of firearms, knives, or explosives.
  8. Stealing from fellow employees, students or others on University owned or operated property.
  9. Immoral or indecent conduct on University premises or conviction by a court of law of such conduct off the job.
  10. Threatening, intimidating, coercing, or interfering with fellow employees on University owned or operated property.
  11. Conviction of a criminal offense, including murder, armed robbery, arson, or assault, whether or not on University owned or operated property.

12. Any act of fighting on University owned or operated property.
  13. Refusal to perform assigned duties or follow instructions of a supervisor.
  14. Failure to correct conditions covered in written warnings.
  15. Release of confidential information to unauthorized persons.
  16. Abusive or threatening language.
  17. Clocking in for another employee.
  18. Sexual harassment, misconduct or other discriminatory behavior.
- B. Actions which may result in dismissal for more than one occurrence include, but are not limited to:
1. Wasting time or loitering.
  2. Leaving University premises without permission during working hours.
  3. Misuse of sick leave privileges and benefits.
  4. Excessive absenteeism and or tardiness.
  5. Negligence in the performance of duty.
  6. Negligence or abuse in the use of University property or equipment.
  7. Failure to report an incident and/or injury to student, self, or visitor.
  8. Sleeping during working hours.
  9. Violation of or disregard for fire safety or common safety practices.
  10. Failure to call prior to the beginning of work hours when you will be absent or tardy.
  11. Documented unsatisfactory work performance.

In unusual circumstances, the President may order immediate discharge if continued employment of an individual by Quincy University would, in the President's judgment, be detrimental to the best interests of Quincy University or the employee.

An employee terminated immediately for disciplinary reasons will receive neither notice nor pay in lieu of notice, and may not be eligible for unemployment benefits. (Rev. Aug. 2019)

**Progressive Discipline/Discharge Procedures 2.9.5.2**

Quincy University has a progressive discipline procedure that may involve an oral warning, written warning, suspension with or without pay, and/or termination. Quincy University reserves the right to ignore any and all steps, given the situation. Quincy University, or the employee, can end the employment relationship at any time, with or without notice, reason, logic, or cause.

**Step 1. Oral Warning.**

Initial disciplinary action should normally be in the form of an oral discussion and warning. A written record of the date and content of such discussion should be kept

by the supervisor and a copy sent to the Director of Human Resources or the Vice President for Business Affairs' designee.

#### Step 2. Written Reprimand.

This action should take the form of a written notice of reprimand to be completed by the employee's supervisor and given to the employee by the supervisor. This notice should clearly state the reasons for the reprimand, the standards for evaluating improvement, and the action to be taken if the problems involved continue. This written notice should be sent to the appropriate vice president who shall then forward it to the Director of Human Resources or the Vice President for Business Affairs' designee.

#### Step 3. Normal Discharge Procedure.

- (a) Prior to discharge notice, the employee's supervisor ordinarily should have taken the appropriate steps as outlined above.
- (b) The supervisor must provide the vice president responsible for the area and the Director of Human Resources or the Vice President for Business Affairs' designee with a written record containing the events leading up to the recommendation for discharge.
- (c) The vice president responsible for the area shall review and endorse the discharge, or reject the recommendation in favor of a lesser action.
- (d) The President has the right to overrule any discharge action.
- (e) The Director of Human Resources or the Vice President for Business Affairs' designee shall ensure that the notice is delivered to the employee in proper form.

(Rev. Aug. 2019; Oct. 2020)

### **Immediate Suspension 2.9.5.3**

If the employee's action is of extreme severity in the judgment of the employee's supervisor and the vice president responsible for the area, the employee may be suspended with or without pay immediately pending an investigation. (Rev. Aug. 2019)

### **Employee Recourse to Disciplinary Action 2.9.5.4**

Any regular employee who has received disciplinary action, suspension, or discharge, and who feels it was not justified, may follow the grievance procedure set forth in Section 2.11.

### **Status of Benefits upon Termination of Employment 2.9.6**

An employee will receive pay for time worked through the last day on the next regularly scheduled pay date. The employee's benefits are generally canceled as of the last day of work when the employee terminates employment, except as follows:

1. Accrued Vacation: Vacation earned but not yet taken will be paid. Depending on the date of termination, accrued vacation time may be used to reimburse the University for time not worked.
2. Health Insurance Coverage: University-paid health insurance coverage is canceled as set forth in the University Handbook.

3. Life Insurance: Life insurance is canceled as set forth in the University Handbook.
4. Retirement Benefits: Questions concerning an employee's retirement account should be directed to Human Resources.

### **Exit Interview** **2.9.7**

Quincy University conducts an official exit interview with each separating employee. The exit interview is conducted by the Director of Human Resources or the Vice President for Business Affairs' designee. At this time, employees must return all University property, including but not limited to keys, cell phones, laptops, tablet computing devices, parking tags, identification cards and library books. Separating employees must visit the Director of Human Resources or the Vice President for Business Affairs' designee to be advised of benefit plan provisions and conversion options on or before their last day of employment at the University. (Rev. Aug. 2019; Oct. 2020)

### **References Following Separation of Employment** **2.9.8**

Employees are to refer all requests for personnel information concerning past employees received from outside the University to the Human Resources Department. The Human Resources office normally will release personnel information only in writing and only after obtaining the written consent of the individual involved. Exceptions may be made to cooperate with legal, safety, and medical officials who have a need to know specific employee information. In addition, exceptions may be made to release limited general information, such as the following:

1. Employment dates;
2. Position held; and
3. Location of job site.

Individuals, if asked to give references for former employees, may do so providing they are requested to do so by the former employee, and provided the former employee voluntarily separated from the University. For all former employees whose employment was involuntarily terminated, all reference requests must be forwarded to the Director of Human Resources or the Vice President for Business Affairs' designee. (Rev. Aug. 2019; Oct. 2020)

### **Personnel Records** **2.10**

The University maintains personnel records for employees, and past employees as required by law, in order to document employment-related decisions, evaluate and assess performance, and comply with government record keeping and reporting requirements. Personnel records are not maintained outside of the Office of Human Resources. (Rev. Aug. 2019)

#### **Procedure and Maintenance of Personnel Records** **2.10.1**

The University strives to balance its need to obtain, use, and retain employment information with each individual's right to privacy. To this end, it attempts to restrict the personnel information maintained to that which is necessary for the conduct of its business or which is required by federal, state, or local law.

The Director of Human Resources or the Vice President for Business Affairs' designee is responsible for overseeing the record keeping for all personnel information and will specify what information should be collected and how it should be stored and secured. All personnel files are the property of the University.

Employees have a responsibility to make sure their personnel records are up to date and should notify the Director of Human Resources or the Vice President for Business Affairs' designee in writing of any changes in at least the following:

1. Name;
2. Address;
3. Telephone number;
4. Marital status (for benefits and tax withholding purposes only);
5. Number of dependents;
6. Beneficiary designations for any of the University's insurance, disability, and retirement plans; and
7. Persons to be notified in case of emergency.

All official employee files at the University contain the following.

1. Personnel data;
2. Hiring transition documents;
3. Job classification and description (non-instructional employees);
4. Promotion and transfer documentation;
5. Salary and fringe benefit data;
6. Application documents;
7. Results of grievance and complaint actions; and
8. Information the staff member wishes to place in the file relating to their professional background and accomplishments.

In addition, for non-instructional employees, performance reviews and evaluations are maintained in the official file.(Rev. Aug. 2019; Oct. 2020)

## **Access to Personnel Record**

**2.10.2**

Employees may inspect their own personnel records and may copy, but not remove, documents in the file. Such an inspection must be requested in writing to the Director of Human Resources or the Vice President for Business Affairs' designee and will be scheduled at a mutually convenient time. Records deemed to contain sensitive or confidential University plans or information may be excluded from the inspection, and all inspections must be conducted in the presence of the Director of Human Resources or the Vice President for Business Affairs' designee. A reasonable charge will be made for any copies of records made by the employee.

Employees who feel that any file material is incomplete, inaccurate, or irrelevant, may submit a written request to the Director of Human Resources or the Vice President for Business Affairs' designee that the files be revised accordingly. If such a request is not granted, the employee may place a written statement of disagreement in the file and pursue the matter further using the regular grievance procedure.

Only supervisory and management employees who have an employment related need-to-know for information about another employee may view the file, or portions of the file, of that employee. Such an inspection must be approved by the Director of Human Resources or the Vice President for Business Affairs' designee who shall determine the content appropriate for review, and will record the inspection in the file. (Rev. Oct. 2020)

## **Grievance Procedure for Staff Employees**

**2.11**

Quincy University recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices, or differences of interpretation of policy that might arise between the institution and its employees.

A regular part-time or full-time employee, may process a grievance concerning issues of application or interpretation of institutional policies and procedures. For grievances pertaining to issues of discrimination or harassment, please see the *Policy Handbook for All University Employees*, Section 1.2.

The procedures for processing a grievance are as follows:

Step 1. An employee brings a grievance to the head or supervisor of the grievant's department. A disposition of the grievance shall be made by the department head or supervisor within two (2) working days.

Step 2. If the grievance is not settled in the previous step, or if the employee does not wish to take up the grievance with the supervisor, it must be submitted in writing to the vice president responsible for the area in which the grievant is employed. If the grievant reports directly to the Vice President against whom the grievance is being filed, the written report shall be submitted to the Director of Human Resources or the Vice President for Business Affairs' designee.

Disposition of the grievance shall be made in writing by the vice president responsible for the area in which the grievant is employed, or the Director of Human Resources or the Vice President for Business Affairs' designee, within five (5) working days after its presentation.

Step 3. If the grievant is dissatisfied with the procedures or recommendations of the vice president or Director of Human Resources or the Vice President for Business Affairs' designee, he/she may appeal such findings by filing a written appeal with the University Grievance Review Board within 15 working days of receipt of the written report. Within 10 working days, the University Grievance Review Board will begin a new review of the facts and may give both parties the opportunity to come before the Board. A written report providing a determination as to any action to be taken will be provided to the parties, to the appropriate vice president or supervisor and to the President of the University.

The President will only consider appeals from either party based on one or both of the following grounds:

1. Due process procedures were violated.
2. Prejudicial error was committed during the hearing which resulted in the party being denied a fair and impartial hearing.

Such appeals shall be considered only if a written appeal is received by the President within 15 working days of the issuance of the written report described above. In the event the President, in the President's sole discretion, determines an appeal is timely filed and germane to the grounds provided above, the President will request such written materials from the parties as the President believes are necessary to make a determination. Within 30 working days following receipt of such written materials, the President will provide a written report to the parties providing a final determination as to the appeal and, if relevant, any actions to be taken as a result of the appeal. The decision of the President in such appeals is final. (Rev. Aug. 2019; Oct. 2020)