

# Fontbonne University

## Policy Manual Volume III

### General Institutional Employment Policies



July 2016

# TABLE OF CONTENTS

## Volume III

### General Institutional Employment Policies

---

<b>3.0</b>	<b>INTRODUCTION AND ACKNOWLEDGEMENT .....</b>	<b>3</b>
<b>3.1</b>	<b>General Employment Policies .....</b>	<b>3</b>
3.1.1	Conflict of Interest .....	3
3.1.2	Employment of Relatives .....	4
3.1.3	Visitors in the Workplace .....	5
3.1.4	Immigration Law Compliance .....	5
3.1.5	Code of Ethics .....	5
3.1.6	Children in the Workplace .....	6
3.1.7	Security Inspections .....	6
3.1.8	Physical Examinations .....	7
3.1.9	Nursing Mothers .....	7
3.1.10	Establishing Memorials for Deceased Full-time Employees .....	7
<b>3.2</b>	<b>Personnel Records .....</b>	<b>8</b>
3.2.1	Updating records .....	8
<b>3.3</b>	<b>Employee Benefits .....</b>	<b>9</b>
3.3.1	Paid Holidays and Paid Leaves .....	9
3.3.2	Leaves of Absences without Pay .....	10
3.3.3	Insurance Benefits .....	12
3.3.4	Legislated Benefits .....	14
3.3.5	Additional University Benefits .....	17
<b>3.4</b>	<b>Wage and Payroll Policies .....</b>	<b>22</b>
3.4.1	Pay Periods .....	22
3.4.2	Time and Attendance Records .....	22
3.4.3	Overtime .....	23
3.4.4	Direct Deposit .....	23
3.4.5	Wage Assignments (Garnishments) .....	24
<b>3.5</b>	<b>Purchasing Department .....</b>	<b>24</b>
3.5.1	Policies and Procedures .....	24
<b>3.6</b>	<b>Additional Policies Applicable to all University Employees .....</b>	<b>26</b>
3.6.1	I.D. Cards .....	26
3.6.2	Confidentiality .....	26

3.6.3	Use of Technology/Telephones/Cell Phones .....	27
3.6.4	Use of Equipment .....	27
3.6.5	Employee Safety .....	27
3.6.6	Keys .....	27
3.6.7	Travel and Business Expenses Policy.....	28
3.6.8	Establishing Memorials for Deceased Full-time Employees.....	29

**APPENDIX 3.0.1: ACKNOWLEDGMENT AND RECEIPT OF THE FONTBONNE UNIVERSITY POLICY MANUAL..... 30**

**APPENDIX 3.2.1 EMPLOYEE INFORMATION FORM..... 31**

**APPENDIX 3.6.2.1: AGREEMENT TO ABIDE BY FERPA REGULATIONS ..... 32**

## Volume III

# GENERAL INSTITUTIONAL EMPLOYMENT POLICIES

---

### 3.0 INTRODUCTION AND ACKNOWLEDGEMENT

Volume III of the Policy Manual contains employment policies that pertain to all University employees. The University has designed this and other volumes of the manuals to provide each of its employees with an understanding of the University's employment policies and practices, employee responsibilities and employee benefits. All employees of the University should read, understand, and comply with all provisions of Volume III. For persons who have an employment contract, the policies apply to the extent that they supplement but do not conflict with the specific terms and provisions of those contracts.

The University reserves the right to change these policies and practices at any time and from time to time. The University shall inform members of the University community of changes. Volume III of this manual should not be considered an all-inclusive list of the University's policies.

Policies and benefits set forth in this Volume III of this manual are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the University and any of its employees or members of the University community. The employee is free to resign at will at any time, and Fontbonne University may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal, state or local laws.

Please sign and return the Acknowledgement and Receipt form that is provided in Appendix 3.0.1 indicating that you have received and will review and comply with the contents of this and other applicable volumes of the policy manual.

### 3.1 GENERAL EMPLOYMENT POLICIES

#### 3.1.1 Conflict of Interest

This policy applies to all members of the officers, faculty members, staff members and employees of Fontbonne University.

##### 3.1.1.1 PURPOSE

Officers, faculty members, staff members and employees of Fontbonne serve the public trust and have a clear obligation to fulfill their responsibilities in a manner consistent with this fact. All decisions of the Board of Trustees and employees should be made solely on the basis of a desire to promote the best interests of the institution and the public good. Fontbonne's integrity must be protected and advanced at all times.

##### 3.1.1.2 POLICY

Each officer, faculty member, staff member and employee is expected to manage that person's own personal and business affairs so as to avoid situations which might lead to conflict or

appearance of conflict and is expected to disclose to the Board of Trustees any activities that could result in a possible conflict of interest. A conflict of interest may be defined as any situation in which an individual's private interests conflict or are incompatible with that person's responsibilities to Fontbonne University.

A conflict of interest could involve a personal, family or business relationship between an individual and the institution, which could cause Fontbonne to be legally or otherwise vulnerable to criticism, embarrassment or litigation as determined by the University.

Any trustee, officer, faculty member, staff member or employee with a perceived or actual conflict of interest must immediately disclose the perceived or actual conflict of interest in writing to the Board of Trustees.

In the event that a trustee has a conflict of interest, the vote of the Board accepting such a person as a trustee, notwithstanding the conflict, shall constitute a standing waiver of the disclosed conflict.

### **3.1.1.3 RESPONSIBILITY**

It is the responsibility of those covered by this policy to ensure that the Board of Trustees is made aware of situations that involve outside personal, family or business relationships that could be an actual or perceived conflict. Each trustee and officer of Fontbonne University (including the President and Vice Presidents) will be expected to review this policy annually; to disclose any personal, family or business relationships which, when considered in conjunction with the person's position with or the person's relation to the respective organizations, could give rise to a conflict involving Fontbonne; and to acknowledge that person is acting in accordance with the purpose and spirit of this policy.

Conduct which violates federal, state or local law, including but not limited to the offering or acceptance of a bribe or kickback, is strictly prohibited.

### **3.1.2 Employment of Relatives**

The employment of relatives in the same department of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of employees may not be employed under the supervision of another relative, nor may they be placed in the same department or in positions where there is a possibility of supervision by one employee of the other. Temporary assignments in exceptional cases are sometimes granted.

No relative shall participate in a decision-making process affecting the appointment, retention, tenure, work assignments, promotion, demotion, or salary of the other relative.

In other situations where a conflict or the potential for conflict arises between employed relatives, even if there is no supervisory relationship involved the University, at its discretion, may separate by reassignment or termination one or both of the employees.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

### **3.1.3 Visitors in the Workplace**

To provide for the safety and security of employees and the facilities at the University, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct of their visitors.

If an unauthorized individual is observed on University premises, employees should immediately notify their supervisor or security. Any suspicious behavior should be reported immediately to security.

### **3.1.4 Immigration Law Compliance**

Fontbonne University is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Employees who present evidence of temporary authorization to be employed in the United States must re-verify their authorization to be employed beyond the temporary grant of authorization. Former employees who are rehired must also complete the I-9 form if they have not completed an I-9 form with the University within the past three years, or if their previous I-9 form is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Office of Human Resources. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

### **3.1.5 Code of Ethics**

All employees, by virtue of their employment by the University, agree to accept the responsibilities of membership in the University community, and adhere to this Code of Ethics:

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 the 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 regardless of personal considerations.
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 transactions nor shall a financial interest, direct or indirect, which is not compatible with fully independent judgment in the performance of the employee's duties for the University.
5. Employees shall not disclose confidential information concerning the members of the campus community.

### **3.1.6 Children in the Workplace**

Fontbonne University values its employees and strives to support them through employment policies and benefit programs. Fontbonne also strives to provide an environment open to work and family issues.

Fontbonne is a diverse environment of classrooms, offices, laboratories, recreation and other common areas. Visitors, including children are welcome; however, appropriate precautions and limitations on visitation are necessary to protect health and safety and to maintain productivity and regulatory compliance. Safety is a primary concern, and the majority of our facilities are not designed for occupancy by children. Please observe the following guidelines when children visit our campus.

1. Employees (and students) must always obtain supervisor/instructor approval to bring children into the workplace.
2. Children are not to be brought to work or campus on a regular basis in lieu of childcare.
3. Children may be brought to work only occasionally, for the convenience of the employee or due to a family emergency.
4. Parent or guardian must provide supervision at all times.
5. Children should not be left unattended or with other employees.
6. Children should not interfere with workplace or campus activities.

Children are not allowed in high-risk areas such as:

1. Laboratories, shops, studios, mechanical rooms, power plants, garages, food preparation areas.
2. Any areas, indoors or out, containing power tools or machinery with exposed moving parts.
3. Any other high-risk areas (stairwells, elevators or doorways, rooftops, construction zones, etc.).

Exceptions may be granted to the above restrictions at the discretion of the requesting employee's supervisor, instructor, Human Resources and Director, Physical Plant.

### **3.1.7 Security Inspections**

The University wishes to maintain a work environment that is free of illegal drugs, misuse of alcohol, firearms, weapons, explosives, or other improper or unsafe materials. To this end, the University prohibits the possession, transfer, sale, or use of such materials on its premises. The University requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of the University. Employees shall have no expectation of privacy in any such storage device or in the items kept in them. Accordingly, any agent or representative of the University can inspect them, as well as any articles found within them, at any time, either with or without prior notice.

See Volume II, Section 2.3 for Safety Policies applicable to the entire University community.

### **3.1.8 Physical Examinations**

A physical examination may be required of a job applicant after an offer of employment has been made and before commencement of the employment duties only if the examination is required for all entering employees in similar jobs. Medical examinations of employees must be job related and consistent with Fontbonne University's business needs.

Arrangements will be made by the Office of Human Resources for a physical examination to be conducted by a healthcare provider designated by the University. The medical examination will be provided at no cost to the individual.

### **3.1.9 Nursing Mothers**

The Patient Protection and Affordable Care Act (PPACA), signed into law on March 23, 2010 (P.L. 111-148), amended Section 7 of the FLSA, to provide a break time requirement for nursing mothers.

Fontbonne will provide reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express the milk. Fontbonne will provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. At the present time, the room is located in Medaille Hall.

Reasonable break time to express milk as frequently as needed by the nursing mother will be granted. Since the frequency of breaks needed to express milk as well as the duration of each break will likely vary, unpaid break time may be required to accommodate all requests.

Only employees who are not exempt from the FLSA's overtime pay requirements are entitled to breaks to express milk under the law. However, Fontbonne will also provide breaks to nursing mothers who are exempt, if requested.

Employers are not required under the FLSA to compensate nursing mothers for breaks taken for the purpose of expressing milk. However, the current practice of two fifteen-minute paid breaks can be used by nursing mothers. In cases where nursing is required numerous times throughout the day, schedule modifications and/or uncompensated time may be necessary. The supervisor, in conjunction with Human Resources, will determine the best way to track frequent breaks that exceed the normal paid policy.

If a situation occurs necessitating the employee not be completely relieved from duty, the time must be compensated as work time applies.

### **3.1.10 Establishing Memorials for Deceased Full-time Employees**

Death of active Fontbonne employees is tragic. Fortunately, the occurrence is relatively low. However, it is important to have procedures in place that recognize loss and convey sensitivity and understanding to survivors including the deceased's family and friends, fellow colleagues, and students. The purpose of this policy is to establish the University's response to the death of a current employee and to provide a memorial for the deceased.

When death occurs, the President's Cabinet will review the appropriateness of an institutional memorial provided by the University. Although the memorial will typically consist of an inscribed brick in front of either AB Hall or the East Building, other types may be considered at the discretion



of the President's Cabinet. The memorials will not require remuneration from donors unless a significant upgrade is requested (for instance, installing a larger brick vs. regular sized brick).

In establishing memorials, the following will be considered:

1. Status (intended for full-time employees; however, full-time employees who transitioned to part-time may be considered).
2. Cause of death (cause should not be due to the employee's own recklessness (drunk driving, for instance) or self infliction (suicide).

The employee's family will be notified of the memorial by the Human Resources department or department head, as appropriate.

### **3.2 PERSONNEL RECORDS**

Records maintained by the Office of Human Resources include an employee's personnel file, payroll records, and benefits information. The Office of Human Resources also maintains any medical records in separate file (workers' compensation and disability records).

Personnel records are maintained on every employee. These records are University property. They are held as confidential as is reasonably possible, and the University will not release the information to anyone who does not have the right or need to know.

Personnel files are maintained in the Office of Human Resources and cannot be removed from that location.

For legitimate business reasons (e.g., withholdings, insurance, emergency contacts), it is important that employee information be current. Notification of any changes in an employee's information is the responsibility of the employee (See paragraph 3.2.1).

A copy of the Employee Information Form is provided in Appendix 3.2.1.

#### **3.2.1 Updating records**

Employees should promptly update personnel records. Currently updates must be sent to Payroll/Human Resources, and for faculty, to Academic Affairs. The following are examples of changes that should be submitted:

1. Change of address or telephone number;
2. Change of name (documentation is required for verification);
3. Change of marital status (documentation is required for verification);
4. Change or addition of person to be notified in case of emergency;
5. Change/addition/deletion of direct deposit/bank information;
6. Change in number of dependents including notification of birth, adoption, and when a dependent reaches age 26 and/or student disability status, if applicable;
7. Change in beneficiary for group life insurance and retirement insurance;
8. Military status;
9. Educational status including additional training, courses, and experience.

### **3.3 EMPLOYEE BENEFITS**

The University reserves the right at any time to add, amend or eliminate all or part of the employee benefits set forth in this Volume III of the Policy Manual (as well as any other benefits in any other documents). This Volume III of the Policy Manual contains only a summary of certain benefits. The terms of any underlying plan document control.

Eligible employees at the University are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, disability, and unemployment insurance) cover all employees in the manner prescribed by law. Certain benefits that pertain solely to administrative and staff employees are provided in Volume V of the Policy Manual as well as in the Fontbonne Benefits Guide available from Human Resources. Those that pertain solely to faculty members are provided in Volume IV.

#### **3.3.1 Paid Holidays and Paid Leaves**

##### **3.3.1.1 PAID HOLIDAYS**

Full-time employees are excused from work with full pay on official University holidays. Regular full-time twelve-month employees and regular academic year employees who are regularly scheduled to work when the holiday occurs will be given the following paid holidays each year:

- New Year's Day
- Martin Luther King Jr. Day
- St. Joseph's Day (when March 19 falls on a week day)
- Holy Thursday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Day before Thanksgiving Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

When a holiday falls on a Saturday, the preceding Friday will be observed as the holiday. When a holiday falls on a Sunday, the following Monday will be observed as the holiday. Eligible non-exempt employees who are required to work on a holiday will be paid the rate of two times their regular hourly rate for the hours worked during such holidays. Hours worked when the University is closed for all or part of the day due to weather or other conditions are not considered holiday hours.

Non-exempt employees must work the day before and the day after the holiday in order to receive holiday pay. The supervisor must approve any pre- or post-holiday absence in order for the employee to receive holiday pay.

### **3.3.1.2 PAID LEAVES**

#### **3.3.1.2.1 Bereavement Leave**

For full-time employees, absence without loss of pay is allowed for a maximum of five days to attend the funeral of a member of the employee's immediate family, up to and including the day after the funeral unless travel is required. Members of the immediate family are defined as: father, mother, wife, husband, son, daughter, brother, sister, grandparents, grandchildren, step parent, step brother, step sister or step child. The employee must notify that person's supervisor, as soon as possible, to advise how long the absence will be.

Additional unpaid, time-off may be allowed at the sole discretion of Fontbonne University, but the employee will return to work as expeditiously as possible, and at Fontbonne's discretion, the additional time may be charged as vacation.

One day with pay is granted to attend funeral services for the employee's mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent-in-law, nieces, nephews, aunts and uncles. Bereavement leave for other significant relationships will be at the discretion of the supervisor and Director of Human Resources.

#### **3.3.1.2.2 Jury Leave (Revised to comply with FLSA)**

Fontbonne University encourages employees to fulfill their civic responsibilities by serving jury duty when required. Exempt and non-exempt employees will be paid their normal compensation while serving jury duty up to ten days. Thereafter, exempt and non-exempt employees are eligible for unpaid leave to serve jury duty, and may use accrued vacation time to supplement their income during unpaid jury leave. (Exempt employees, however, will be paid while on leave for jury duty if the exempt employee works any part of the workweek.)

When an employee reports for jury duty but is not selected to serve for that day or session or when released by the courts for a half-day or more, the employee must return to work for completion of the normal work schedule or until their next scheduled duty. During extended periods of jury duty, the employee is expected to stay in contact with the supervisor on a regular basis, and assist in coordinating work during the employee's absence.

An employee must show his/her jury duty summons to the employee's supervisor as soon as possible so that the supervisor may make arrangements to accommodate the employee's absence. After completion of jury duty, the employee must provide his or her supervisor documentation of the dates of jury service.

### **3.3.2 Leaves of Absences without Pay**

#### **3.3.2.1 UNPAID LEAVE OF ABSENCE**

Leave of absence without pay from one to six months duration may be obtained by securing the approval of the immediate supervisor, the applicable Vice President, and the Human Resources Director. A leave of absence may be for personal reasons or for parental leave (a portion of which may be covered under the Family and Medical Leave Act, as well) (See Volume III, paragraph 3.3.4.4). Job availability upon return is dependent upon the position involved and the leave arrangements (subject to the requirements of the Family and Medical Leave Act). Health insurance may be continued while the employee is on leave (subject to the requirements of the Family and Medical Leave Act). However, the employee pays the entire cost of the premiums (unless the

leave taken is under the Family and Medical Leave Act). Annual vacation and sick time will be prorated according to the duration of the leave of absence.

### **3.3.2.2 MILITARY LEAVE**

It is the policy of Fontbonne University to grant employees unpaid military leaves of absence upon request. Military leaves will be handled according to Federal and State Law or Executive Order.

Any employee called to perform service in the armed forces will be granted a military leave of absence. Service in the armed forces consists of voluntary or involuntary duty and includes active duty, active duty for training, initial active duty for training, inactive duty training or absence from employment for an examination to determine the fitness of a person to perform any such duty. Armed forces include the organized militia of the state, the Army, Navy, Air Force, Marine Corps, Coast Guard, the Army and Air National Guard, the Corps of the Public Health Service, and any other category designated by the President in time of war or national emergency.

Employees are required to provide the Office of Human Resources with advance notice of military service, if it is feasible. However, the employees are not required to give advance notice if it is impossible or unreasonable.

An employee shall be considered to be on leave of absence throughout the period of such military service. The employee is entitled to all rights and benefits not determined by seniority which Fontbonne University generally provides to similar employees during a leave of absence. An employee is not entitled to benefits which the employee would not otherwise have received if the employee had remained continuously employed. An employee may be required to pay the employee cost, if any, of a funded benefit continued during the military leave of absence only to the extent other employees on a leave of absence are so required.

Employees are not required to use accrued vacation time during the military leave. However, an employee may opt to substitute available accrued vacation pay for unpaid military leave.

A military leave of absence may last up to five years, and in certain circumstances, may exceed five years, subject to the Uniformed Services Employment and Reemployment Rights Act (USERRA). For more information about military leave, please contact the Director of Human Resources.

#### **3.3.2.2.1 Discrimination Prohibited**

The law prohibits discrimination against a person who (1) is a member of, (2) applies to be a member of, (3) performs, (4) has performed, (5) applies to perform, or (6) has an obligation to perform service in a uniformed service. In general, these individuals may not be denied (1) initial employment, (2) reemployment, (3) retention employment, (4) promotion, or (5) any benefit of an employee based on membership in the uniformed services, application for membership, performance of service, application for service, or actual service obligation. This discrimination policy applies to both regular and temporary employees.

### **3.3.3 Insurance Benefits**

#### **3.3.3.1 HEALTH, DENTAL AND LIFE INSURANCE BENEFITS**

All eligible employees are provided comprehensive health, dental and life insurance pursuant to the terms and conditions of the applicable plan. Eligible employees are staff members who regularly work at least 30 hours per week throughout the year or full-time faculty (including affiliates).

The University subsidizes the premiums for medical, dental, and life insurance coverage of the employee. The employee has thirty (30) days from the date of employment to elect the dependent coverage. If the employee elects not to take dependent coverage initially, but decides to elect the coverage at a later date, election must be made during open enrollment which falls in November for January 1<sup>st</sup> effective date, or within 30 days in a case of change in family status, such as, marriage, divorce, birth of a child, adoption of a child, death of a spouse or child, or termination of employment of a spouse.

#### **3.3.3.2 SHORT-TERM DISABILITY BENEFITS**

In addition to sick leave with pay, the University provides an additional benefit to eligible employees pursuant to the terms and conditions of the University's short-term disability program. Eligible employees are staff members who regularly work at least 30 hours per week throughout the year and have been employed by Fontbonne for at least six months. Under the program, employees may become eligible for short term disability coverage on the eighth day following the personal illness or other injury. The value of the short term disability benefit will be at 66.7% of regular pay (up to a maximum of \$1,500 per week) for a total of twelve (12) weeks. During the period of short term disability, sick leave eligibility will continue to accrue for the employee to use when returning to work should extended doctor's appointments be required or should full-time employment not be immediately possible. For job related illness or injury, see the Worker's Compensation Policy (See Volume III, paragraph 3.3.4.1).

In order to receive the short-term disability leave, the employee must notify the immediate supervisor concerning the circumstances. The employee must initiate the process by contacting the disability carrier via phone. Information is available from Human Resources. Short-term disability is only for an employee's own illness or injury.

#### **3.3.3.3 LONG-TERM DISABILITY BENEFITS**

The University provides long-term disability insurance for its eligible employees, pursuant to the terms and conditions of the Long Term Disability Plan. Eligible employees are staff members who regularly work at least 30 hours per week throughout the year and full-time faculty (including affiliates).

There is a 90-day waiting/eligibility period before long term disability payments begin. This waiting period is usually met when an employee is on a full 12-week short term disability leave prior to entering long term disability. Monthly benefit payments are 60% of monthly income up to a maximum of \$6,000 per month.

The long-term disability payment is "integrated with" (reduced by) any benefit payment(s) from Social Security, Worker's Compensation, or other income resulting from a group benefit plan furnished by the University.

Detailed information on this insurance plan is available in the Office of the Human Resources Director.

### **3.3.3.4 PATIENT PROTECTION AND AFFORDABLE CARE ACT-- ELIGIBILITY FOR VARIABLE HOURS EMPLOYEES**

In accordance with the Patient Protection and Affordable Care Act, Fontbonne offers affordable and essential medical coverage to full-time employees regularly scheduled to work 30 or more hours per week.

For employees who work variable hours, Fontbonne will determine who is considered a “full-time employee,” for purposes of offering medical coverage, by establishing a look-back measurement period, in accordance with and as defined by the Internal Revenue Service (IRS). The measurement period is established to set a time frame to review variable hours to determine if an employee who may be classified as part-time, becomes eligible for medical benefits. Fontbonne will use a twelve month (calendar year) measurement period for determining if a variable hour employee is eligible for medical insurance.

IRS guidance also defines an administrative period and a stability period in addition to the measurement period. The administrative period follows the measurement period to enable the employer to offer medical benefits to employees who averaged 30 or more hours per week during the measurement period. The administrative period will follow the end of the calendar year. The stability period is the time during which an eligible employee is enrolled, and remains enrolled, in medical coverage. The stability period, for purposing of determining continued eligibility, is the same length as the measurement period (12 months). An employee who qualifies for medical coverage following the measurement period will have coverage effective back to the first day of the stability period, if coverage is elected.

Medical coverage will be offered to employees who have been determined to be full-time (averaged 30 or more hours per week during the measurement period). If elected, an employee will remain enrolled in medical coverage for the entire stability period, regardless if his/her number of hours worked drops below 30 hours per week.

Eligible employees who elect coverage following the measurement period will be participants subject to the terms of the benefits available, and will be responsible for premiums and any cost-sharing from the effective date of the coverage.

New employees who work variable hours are also subject to a measurement period, administrative period, and stability period, but the initial periods are based on their date of hire before transitioning to the ongoing periods.

### **3.3.4 Legislated Benefits**

#### **3.3.4.1 WORKER'S COMPENSATION**

The University carries Worker's Compensation Insurance on all employees. The University pays the premiums. Under this plan, employees' medical expenses and a percentage of their wages for time lost from work are paid for work related injuries or illnesses arising out of or in the course of employment.

Employees must report any accident or injury immediately to the supervisor and to Human Resources. The supervisor makes certain that immediate medical attention is received if necessary and that proper forms are prepared and submitted to the Office of the Human Resources. Any employee who fails to cooperate with this policy jeopardizes the insurance claim and may be subject to discipline, up to and including termination of employment.

If medical attention is required during normal business hours, employees are expected to utilize the clinic designated by Fontbonne. Information is posted around campus, and is also available from Human Resources. If medical attention is required after hours, employees should seek treatment at St. Mary's Health center. Any medical provider treating an injured employee should be notified that the incident is work related, and individual/group medical coverage should not be used for work related injuries. During normal business hours, Human Resources is available to answer any questions regarding the above procedures.

#### **3.3.4.2 SOCIAL SECURITY/MEDICARE**

The University matches employees' contributions to the federal Social Security and Medicare Programs. Retirement and disability benefits are made available under this program according to the rules and regulations of the Social Security Administration and Medicare. All employees participate in this program.

#### **3.3.4.3 HEALTH INSURANCE CONTINUATION (COBRA)**

The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) requires that employers who sponsor group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called continuation coverage) at group rates in certain instances where coverage under the plan would otherwise end. COBRA notices are mailed by the Office of Human Resources following termination of coverage.

#### **3.3.4.4 FAMILY AND MEDICAL LEAVE**

Fontbonne University provides leaves of absence to eligible employees for extended absences from work, as provided by the Family and Medical Leave Act of 1993 ("FMLA"). This policy statement describes the University's general guidelines.

##### **3.3.4.4.1 Employee Eligibility**

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

### 3.3.4.4.2 Leave Entitlement

#### 3.3.4.4.2.1 Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

#### 3.3.4.4.2.2 Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious illness or injury\*.

#### 3.3.4.4.3 Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

**Note: \*The FMLA definitions of "serious illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition".**

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.



An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

#### **3.3.4.4.4 Coordination of Unpaid Leaves with Paid Time Off**

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

#### **3.3.4.4.5 Maintenance of Benefits**

During FMLA leave, Fontbonne must maintain the employee's health coverage under and "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

#### **3.3.4.4.6 Job Restoration**

Following FMLA leave, Fontbonne University will restore an eligible employee (with the exception of certain "key employees" as defined by FMLA) to the employee's job or to an equivalent position. If, however, a reduction in force, reorganization, closing, cessation of operations, or other event has eliminated the employee's job, then Fontbonne will no longer have an obligation to reinstate the employee under the FMLA.

To return to work, an eligible employee must contact that employee's supervisor at least two weeks in advance of the leave's conclusion to coordinate reinstatement. In addition, an employee resuming work after a leave because of that employee's own serious health condition must give Fontbonne University a written certification from that employee's attending health care provider. The certification must include the health care provider's opinion as to the employee's fitness to perform that employee's job duties. The employee must furnish such a fitness for duty certification to the University by no later than the date of that employee's return to work. The employee's failure to supply such a certification shall cause delay or denial of that employee's reinstatement.

#### **3.3.4.4.7 Notification and Medical Certification of Leaves**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave.

Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

#### **3.3.4.4.8 Disqualification of Eligible Employees**

Eligible employees shall disqualify themselves by any one or more of the following types of behavior:

1. Making fraudulent representations to obtain a leave; or
2. Not returning to work immediately upon a leave's expiration.

If an employee does not return to work at the conclusion of the leave, that employee must reimburse Fontbonne University for its costs incurred to continue the employee's health plan coverage during the leave. Fontbonne University may offset such costs owed to it by the employee from any sums that Fontbonne University owes to the employee.

#### **3.3.4.4.9 Unlawful Acts by Employers and Enforcement**

FMLA makes it unlawful for any employer to:

1. Interfere with, restrain, or deny the exercise of any right provided under FMLA;
2. Discharge or discriminate against any person for opposing any practices made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect and Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

### **3.3.5 Additional University Benefits**

#### **3.3.5.1 DEFINED CONTRIBUTION RETIREMENT PLAN**

An eligible employee may on a voluntary basis begin participating in the plan on the first of the month upon fulfillment of the following requirements:

- (a) The completion of 2 years of eligibility service at the University. This period must be completed without a break in service, and
- (b) The attainment of age 21.

The eligibility waiting period will be waived for new employees whose previous employer was a university or non-profit research institution if the new employee was participating in the previous employer's retirement plan (subject to verification by previous employer).

Eligible employees defined as full-time faculty, full-time staff, and part time staff who provide at least 1000 hours of service per year (approximately 20 hours per week year round).

Participants can elect to contribute on a pretax basis or contribute to a 403(b) Roth. The University currently matches up to 7% of salary the amount contributed by a participating employee into the plan. However, Fontbonne reserves the right to change the amount of the match at any time if deemed necessary. Participants will be informed of any change well in advance of the change. Details of the plan are contained in the Deferred Contribution Summary Plan Description that is available in the Human Resources Department.

Any employee, other than students working in the college work study program or as graduate assistants, may contribute during the eligibility waiting period (without the match) on either a pretax or post-tax basis.

All employees, whether or not eligible for the match or during the eligibility waiting period, may contribute up to the IRS maximum which is published each year.

Details are available in the Human Resources Department.

### **3.3.5.2 TUITION REMISSION PROGRAM**

Fontbonne University provides an undergraduate tuition remission program for eligible employees, their spouses and dependent children. Eligible employees are staff members who regularly work at least 30 hours per week throughout the year or full-time faculty (including affiliates). For tuition remission for the employee, the employee must be employed for six full months before becoming eligible for tuition remission. For dependent children and/or spouses, employees beginning employment after July 1, 2011 must be employed at the University for two years in a benefits-eligible position. The waiting period is waived for employees who are coming to Fontbonne directly from employment at another college or university. Employees who began employment prior to July 1, 2011 are grandfathered under the previous waiting period rule of one year. Anyone employed in a position considered to be student employment (including, but not limited to Graduate Teaching Assistants and students in a work study position) is not eligible for the tuition remission benefit.

The undergraduate tuition remission benefit is non-taxable under IRS code, Section 117(d). Any funding received from other sources combined with tuition remission may not exceed tuition, fees and room and board.

Full graduate tuition remission is provided for eligible employees subject to eligibility rules stated above. Beginning July 1, 2013, graduate tuition remission will be limited to completion of one graduate degree. All employees enrolled prior to July 1, 2013 will be grandfathered under the prior rule and permitted to finish the degree in progress.

No additional programs will be permitted after July 1, 2013 if employee has earned a graduate degree from Fontbonne University and has not begun a new program prior to the policy change.

Graduate tuition is tax free for employees only up to \$5,250 per year per IRS rule Section 127. If the value of remitted tuition exceeds \$5,250 at any point during the year, the excess is immediately taxable. The value of any undergraduate courses taken by an employee who is enrolled as a graduate student is counted against the \$5,250 tax free cap. Once an employee reaches the IRS cap, the value of tuition will be added to income and taxed via payroll deduction. Payroll taxes cannot be withheld in advance of reaching the threshold even if it is anticipated that the cap will be exceeded. Please consult a tax advisor if additional information is needed. Please note that Payroll will make every attempt to notify you of an upcoming taxable event if processing time permits. However, it is the employee's responsibility to track tuition taxability throughout the year. Partial graduate tuition remission for eligible dependents and spouses is provided at 50% of the cost of the courses only. The value of partial tuition remission provided to spouses and eligible dependents is fully taxable.

Courses taken by an employee, their eligible dependents or spouse at Washington University (University College) in foreign languages, or at any other institution that does not recognize Fontbonne's tuition remission benefit are not eligible for the tuition remission benefit.

Admission procedures for employees and/or dependents are the same as for any student. Admissions requirements are available in the Admissions Office. The application for the tuition remission program may be obtained in the Office of the Human Resources. All required forms must be completed and approved before any tuition is remitted, including a tax return in order to establish dependent eligibility.

Eligible employees may register for only one day class per semester which meets during that employee's work schedule, provided the course is not offered at night and is required for a specified degree program selected by the employee. The supervisor's and vice president's approval is required. Hours of work must be made up by the employee.

"Dependent children" is defined as children under the age of 24 years, living at home and claimed as a dependent on the employee's income tax return. All fees, text books, and residence hall/board charges are paid by the employee for self, spouse, and/or dependent children.

When enrolled in a degree program at Fontbonne University, employees (and family members) must abide by the Student Code and adhere to university policies and procedures. Concerns must be addressed through the customary channels used by any other student. Failure to adhere to outlined policies and procedures may result in reprimand and up to an including discontinuance of the benefit or termination, if warranted by inappropriate behavior. Should any faculty member or student personnel be subjected to inappropriate behavior by an employee-student, the faculty or staff member may address the complaint with the employee or with a staff administrator as deemed appropriate for the situation.

In the event that an employee is no longer employed at the beginning of any new course, tuition remission is null and void. If an employee leaves mid-way through a class, the tuition will be prorated.

If an employee who is eligible for the tuition remission benefit should die or becomes permanently and totally disabled while employed at Fontbonne University, the University will extend full or partial tuition benefits to the spouse and dependent children who are currently enrolled in a degree program, depending upon length of service. The same admission requirements, application for financial aid, and other conditions outlined above remain the same.

Therefore, tuition benefits will be extended on the following basis:

- 1 year of service – 20% remission of tuition balance
- 2 years of service – 40% remission of tuition balance
- 3 years of service – 60% remission of tuition balance
- 4 years of service – 80% remission of tuition balance

#### **3.3.5.2.1 Payroll Deductions**

Fontbonne University provides a tuition remission program for its employees. However, this program only covers tuition. All fees are the personal responsibility of the employee. These fees (i.e. activity card, library, class, etc.) are due on or before final registration each semester. Any fees which remain unpaid after tuition remission has been applied to the employee's account will be deducted from the employee's next paycheck. If an employee terminates employment during a semester, any unpaid fee(s) will be deducted from the final paycheck.

#### **3.3.5.3 TUITION EXCHANGE PROGRAM**

Fontbonne is a member of a tuition exchange program whereby dependent children of full-time employees are entitled to attend another college/university having membership in the program. Strict guidelines control access to the tuition exchange programs.

The number of employees using the program and the number of spaces available to Fontbonne limit access in given years.

This tuition exchange program is limited to 18 credit hours per semester per person. Credit hours in excess of 18 per semester will be billed at the appropriate per credit hour rate.

Details on these tuition exchange programs, including eligibility requirements are available in the office of the Registrar.

#### **3.3.5.4 CHECK CASHING**

The University provides free check cashing for all employees. This service is provided by the Business Office, which is located in Ryan Hall, Room 215. Checks should be made payable to Fontbonne University, and the amount is to be limited to \$50.00 per day. Employees may be asked to show their Fontbonne I.D. cards when cashing checks. Check cashing should be completed before 4:00 p.m. to allow the Business Office time to balance the cash drawer before closing. The Business Office may restrict check cashing or further limit the check amount if there is a shortage of available funds.

#### **3.3.5.5 PARKING**

In order to park on the main campus, **all employees** must purchase permits. Parking permits are issued on a semester basis or may be purchased for the year in the Fall. Employees may not "share" parking fees by purchasing a second tag and splitting the full cost with another employee. Employees who violate this rule may be subject to loss of parking privileges and/or termination. Fines are levied for improper parking, and are expected to be paid by employees in accordance with parking regulations. Employees can obtain a copy of the parking regulations from the business office. Visitors should be instructed to park in the "Visitors" areas and to register their cars at Ryan Hall Room 101.

### **3.3.5.6 MOVING EXPENSES**

New faculty hires may be eligible for moving expenses as well as other administrative staff positions depending on the position filled. All moving expenses should be approved in advance by the department VP, and should not exceed \$2,000 unless approval is granted by the Vice President of Finance and Administration through Human Resources or President. Moving expenses for executive level positions will be determined by the President. Fontbonne will only provide reimbursement from one residence to the new St. Louis residence, and upon presentation of a receipt or receipts for the moving company, and any other allowable, reimbursable expenses.

### **3.3.5.7 EMPLOYEE ASSISTANCE PROGRAM**

#### **3.3.5.7.1 Preface**

Fontbonne has implemented an Employee Assistance Program as a practical and constructive mechanism for dealing with employee's personal concerns that affect the work situation, or as an aid to those employees and family members who voluntarily wish to use the program as a means of resolving a personal problem.

#### **3.3.5.7.2 Purpose**

The purpose of the Employee Assistance Program is to assure that any employee having a personal problem that may affect job performance receives assistance and an offer of confidential professional care.

#### **3.3.5.7.3 Policy**

1. Fontbonne recognizes that personal concerns can be successfully dealt with and resolved provided that they are identified at an early stage and referral is made to an appropriate source for care. This applies whether the problem is physical illness, substance abuse, marital or family distress, legal or financial concerns.
2. The decision to seek or accept assistance through the Employees Assistance Program is the personal choice of the employee and will in no way be detrimental to employee's job security or advancement opportunities. It is the supervisor's responsibility to evaluate employees only in terms of work performance.
3. Participation in the Employee Assistance Program in no way relieves the employee of the responsibility to meet acceptable work performance standards. Implementation of this policy will not require, or result in any special regulations, privileges, or exception from existing management practices with regard to job performance standards or disciplinary actions. This program is not intended to replace the normal disciplinary process or in any way block any employee's legitimate access to established grievance procedures.
4. It is the responsibility of the supervisors at all levels to implement this policy by remaining alert to all instances of substandard work performance, document these instances, and bring them to the attention of the employee at the earliest indication of a recurrent pattern. Supervisors are not to attempt to diagnose nor discuss the nature of any personal problem responsible for the pattern of unsatisfactory work performance. Supervisors are expected to follow the Employee Assistance Program referral procedures that have been established to maximize the benefits of this program and to assure consistence of implementation.

5. All records and information pertaining to the Employee Assistance Program will be treated with a high degree of confidentiality. Employee Assistance Program records and information will not be disclosed to anyone other than the employee without the employee's written permission to do so legally pursuant to Federal and State laws. Neither management nor the employee shall attempt to obtain EAP records as part of any job action.
6. It is the responsibility of the employee to comply with the Action Plan recommended by the Employee Assistance Program when personal problems are affecting the employee's performance. When a supervisor makes a referral to the program on the basis of declining work performance, the supervisor will be told only whether or not the Action Plan is being followed. The supervisor will not be told the nature of the problem or what was discussed during counseling sessions. Voluntary self-referred employees or family members seeking assistance will be able to do so with complete anonymity.

Information regarding all available services from the EAP is available from Human Resources.

### **3.3.5.8 LIBRARY PRIVILEGES**

All employees of the University may borrow books and other materials from the Library. A Fontbonne employee identification card is required for check-out.

(See Volume II, paragraph 2.9.3 for Library Policies).

### **3.3.5.9 BOOKSTORE**

Faculty and staff are entitled to a discount of ten percent (10%) from regular retail prices on any merchandise regularly carried. Purchases of textbooks at discount by individual faculty and staff are limited to single copy/personal use. A discount will be granted on all sales of \$1.00 or more and will not apply to any merchandise that is specially priced.

### **3.3.5.10 TRANSPORTATION BENEFITS**

Employees are eligible to save on the purchase of a Metro Monthly transit pass for work commuting and personal use on MetroBus and MetroLink through Metro's PERC (Partial Expense Reduction for Commuters) program. In this plan, Fontbonne subsidizes the cost of a monthly pass. In addition, employee taxable income is reduced when the remaining cost is withheld from pre-tax income per IRS rule 132(f). Additional information and the payroll deduction form for the PERC program are available in Human Resources.

## **3.4 WAGE AND PAYROLL POLICIES**

### **3.4.1 Pay Periods**

Employees are paid based on either a monthly rate or an hourly wage. Exempt employees are paid once a month, on the last working day of the month unless designated otherwise. Non-exempt employees are paid every two weeks. Paystubs are available in the payroll self-service system, eliminating the need for paper stubs.

### **3.4.2 Time and Attendance Records**

All non-exempt (hourly) employees are required to maintain time and attendance records using the automated payroll system. Hourly employees must clock in and out at the beginning and end of

their regular daily work schedule. No one is permitted to clock in or out for another employee. The employee's supervisor verifies and submits the time record electronically before each bi-weekly pay period.

Salaried (exempt) employees may request time off in the electronic timekeeping system prior to the day requested. Any days taken but not requested in advance must be entered by the supervisor. The supervisor must approve time off. Sick, vacation, medical, and personal leave taken during the month should be entered and approved.

### **3.4.3 Overtime**

As a policy, overtime is discouraged. When the need for working overtime exists it must be approved in advance by the immediate supervisor. Payment for overtime applies only to nonexempt employees. Overtime authorizations must be turned in to the Human Resources Director prior to processing of payroll covering the overtime period.

A non-exempt employee will be compensated in wages at the rate of time and one-half for all work performed in excess of 40 hours a week as measured from the start of Sunday to the end of Saturday.

Time off for sick leave, medical appointments, leaves of absence, funeral leave, jury duty, holidays, vacation, personal time, or when the University is closed for an emergency is not considered as time worked in computing the 40 hours.

The following provisions apply for with regard to holidays, work schedule and overtime:

1. Any non-exempt employee who is required to work during a University holiday shall be paid the rate of one and one-half times that employee's regularly scheduled hourly rate for the hours worked plus holiday pay.
2. Only hours worked on the holiday count toward overtime rate.
3. Full time (40 hours) employees who have an alternate schedule other than Monday through Friday who are not scheduled to work on a University holiday will be paid for eight hours of holiday pay. 30 hour employees are paid for a holiday only if the holiday falls on a regularly scheduled work day. Any holiday pay in lieu of a holiday will not count toward overtime.
4. Hourly employees who are called in to work during emergencies will be paid a minimum of four hours pay for such work. The four hours will contribute to the overtime calculation only if the total hours worked in a week exceed 40. If the emergency hours fall on a holiday, the employee is paid at the rate of one and one-half times the straight time rate. If the employee is on vacation when called in for emergency hours, straight time is paid.
5. If the University is closed for snow, employees who are required to work receive straight pay.

### **3.4.4 Direct Deposit**

Direct deposit is mandatory for all faculty and staff. New hires are required to complete a direct deposit form during the new hire process. Employees must notify Payroll in a timely manner of any changes in bank information in writing. All new deposits will be subject to a prenote cycle which means that direct deposit will not be effective until the second pay cycle following any bank account additions or changes.



For employees who do not have a bank account, a pay card will be provided. Each pay day, the employee's pay will be available on the pay card which can be used at most merchants and ATMs.

### **3.4.5 Wage Assignments (Garnishments)**

The University hopes that employees will manage their financial affairs so that the University will not be obligated to execute any court-ordered wage assignment or garnishment against an employee's wages. However, whenever court-ordered deductions are to be taken from an employee's paycheck, the employee will be notified.

## **3.5 PURCHASING DEPARTMENT**

The mission of a Purchasing Department (PD) for Fontbonne University is intended but not limited to the procurement of the best possible products at the most cost effective prices and delivered in a timely manner.

The search and price commitment for a requested item will be the responsibility of the PD whereas the final decision for the purchase will ultimately lie with the individual department/division.

### **3.5.1 Policies and Procedures**

#### **3.5.1.1 PURCHASING CARDS**

The Fontbonne University/Commerce Bank Purchasing Card program is designed to provide a more efficient means of making routine purchases and payments by reducing paperwork, allowing for more control and responsibility at the department level and streamlining the purchasing cycle.

The Purchasing Card will be issued to selected individuals and departments for use in making monthly purchases. Generally, those cards issued to departments will carry a \$1000.00 limit.

Policies and procedures for Purchasing Card use will be distributed along with the cards. The Purchasing Card Employee Manual is also available on the web page for the Controller's Office.

#### **3.5.1.2 PURCHASE REQUEST FORM**

For purchases over \$1000.00 or whenever purchase order # is required, a "Purchase Request" form must be completed and sent to the PD. This form should be generated electronically and will include but not be limited to the following information:

1. Full description of item or service requested.
2. Any background information on current item or service that might assist in the search process, i.e. current vendor
3. Special considerations or extras desired with new item or service not currently existing.
4. Budget restrictions – spending limitations for new purchase
5. Urgency – how soon do you need the new products or service?
6. Additional information or comments that will assist in the search process
7. Are you interested in purchasing only or are you interested in leasing?

### **3.5.1.3 COMPETITIVE BIDDING REQUIREMENTS**

To ensure competitive pricing and cost-effective procurement of goods and services, three competitive bids must be obtained on purchases with an anticipated cost of \$5,000.00 or greater. For items with anticipated cost of less than \$5,000.00, one bid will be acceptable. For purchases less than \$1,000.00, no bid is required. All bids must be valid for at least 30 days.

When the bids/bid is received, the PD in conjunction with the requesting department will analyze which product or service will best suit their needs. A purchase order (PO) will then be completed and awarded to the selected vendor.

If a product or service is only available from a single source making it impossible to obtain competitive bids, a written authorization in lieu of bids must be approved by department's V.P. and returned to the PD. A PO will then be awarded to the selected vendor.

If requested, the PD can issue a Request for Proposal (RFP) and along with the requesting department analyze the responses and award the bid based on compliance with the university's purchasing objectives.

### **3.5.1.4 PLACING THE ORDER**

Once all bids have been reviewed and a vendor has been selected, a copy of the original "Purchase Request" form listing the selected vendor will be returned to the PD. A PO is then issued and the order is awarded and placed with the vendor.

A confirmation of the order and the projected delivery date will then be sent back to the requesting department.

### **3.5.1.5 CHECK ENCLOSED ORDERS**

Certain vendors might require a deposit/check be included with initial orders. This could occur with a special or customized order. When this happens, the department should request a check and have it forwarded to the purchasing department by checking the check request section of the "Purchase Request" form. The purchasing department will then send it to the vendor to validate the order.

### **3.5.1.6 FULFILLING A PURCHASE ORDER**

A purchase order should be considered complete and fulfilled if all invoices against the order have been received and processed and no additional expenditures are anticipated.

A copy of the packing list should be forwarded to the purchasing department to verify the fulfillment of a purchase order.

### **3.5.1.7 CHANGE ORDERS**

A change order is a requisition to modify an existing purchase order. Change order requisitions maybe used to increase or decrease the purchase order but should not be used to cancel a purchase order.

A "Purchase Request" should be processed to initiate a change order. After the change order request has received all required approvals, the purchasing department will issue a revised order.

**Purchasing Department’s scope of responsibilities can include but is not limited to:**

Copy equipment and other office equipment (fax machines, laminators, shredders)  
Office supplies  
Operating forms (general business forms and possible letterhead/envelope inventory)  
Furniture  
Vending services  
Shredding services  
Mailing services  
Over flow copy services (outside copy services)  
Delivery/courier service agreements  
University owned vehicles  
Consulting services  
Fixed Asset Inventory  
Housekeeping equipment/supplies  
Information Technology  
Physical Plant

**3.6 ADDITIONAL POLICIES APPLICABLE TO ALL UNIVERSITY EMPLOYEES**

**3.6.1 I.D. Cards**

Each employee must carry a validated I.D. card whenever on campus. When requested, the employee must show this card for identification. I.D. cards are obtained from the Student Affairs Office in Medaille Hall. The employee should obtain this card as soon as possible following the beginning of employment with the University.

**3.6.2 Confidentiality**

The protection of confidential business information and trade secrets is vital to the interests and the success of the University. Such confidential information includes, but is not limited to, the following examples:

1. Student information (See the University’s FERPA Policy, Volume II, paragraph 2.1.4);
2. Compensation data;
3. Customer lists;
4. Financial information;
5. Business strategies;
6. Alumni Information; and
7. Donor and Friends information

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment, regardless of whether they personally benefit from the disclosed information.

See Appendix 3.6.2.1 for a copy of the University’s “Agreement to Abide by FERPA Regulations Form” which must be executed by all employees.

### **3.6.3 Use of Technology/Telephones/Cell Phones**

Telephone service on campus is operated through Direct Inward Dial (DID) numbers and a switchboard. The offices with DID numbers should instruct callers to use the DID number rather than go through the switchboard.

Employees are expected to keep personal calls to a minimum and to keep them from interfering with the office operations.

Cell phone use should also be kept to a minimum while at work. While it may be necessary to use personal cell phones periodically during normal business hours, supervisors may request that employees store cell phones or turn them off in order to minimize distractions during the work day. Supervisors reserve the right to set departmental policy regarding cell phones.

Personal internet usage, including the use of social media sites such as Facebook, LinkedIn, etc., must be kept to a minimum during normal business hours. It is suggested that employees who need to do personal research on the web do so during lunch, preferably away from their work station. Supervisors reserve the right to set departmental policy regarding the internet/social media usage.

### **3.6.4 Use of Equipment**

All employees should safeguard and protect Fontbonne University property: turn out lights, turn off air conditioning units, close and lock doors and windows, take care of all equipment, etc.

### **3.6.5 Employee Safety**

Following safety rules will minimize the possibility of accidents. In case of an accident requiring medical attention, the Public Safety Office should be notified by dialing 4596 or 0. Should the police, fire department or an ambulance be needed and no one can be reached at the numbers above, dial 911 (9-911). Employees requiring emergency medical attention will be taken to St. Mary's Medical Center or to another appropriate medical facility. Fontbonne does not provide a physician or health care facilities for employees.

Employees should also take care to secure personal items during normal business hours. Fontbonne is not responsible for theft of personal items. The Human Resources Director should be notified as soon as possible of any accident or injury that occurs on campus or during the course of employment.

### **3.6.6 Keys**

To be issued a Fontbonne key, a key request form must be completed and returned to the Public Safety Office, Room 101-A in Ryan Hall. Keys will be made and distributed within three working days. The forms are available in the Mailroom. Individuals are required to sign for all keys. A record of keys issued will be maintained.

Key request forms must have the required approvals:

1. Individual office keys and departmental sub-master keys must be approved by the appropriate chair/director.
2. Divisional sub-master keys must be approved by both the individual's chair/director and the vice president of the division where the key is to be issued.

3. Building master keys are not normally issued. A building master key must be approved by both the individual's director/chair and divisional vice president. The request must then be approved by the Vice President for Finance and Administration.
4. Exterior building door keys must be approved by both the individual's director/chair and divisional vice president. The Vice President for Finance and Administration must then approve the request. In determining the need for an exterior door key, supervisors should remember that the buildings are normally open six days of the week. During the school year many buildings are open every day. Public Safety is always available to open an exterior building door for someone that works an occasional day when the campus is closed.

As a general rule, office and exterior door keys should not be issued to students. The department authorizing any student key is responsible for assuring that the key(s) is returned at the end of the semester/school year. If keys issued to students are lost or not returned, expenses for lock changes and key replacement will be charged back to the authorizing department.

Keys should be requested and approved based upon need as required by job duties. Fontbonne expects that keys will only be used in course of official duties.

Non-employees who may be issued Fontbonne keys (such as employees of the food service, bookstore, or other vendors) are expected to comply with all the key regulations that apply to employees.

Individuals leaving Fontbonne University are required to return all of their keys to the Public Safety Office. Last checks and grades are to be held until all keys are returned or until Fontbonne is reimbursed for unreturned keys. The current cost is \$15.00 per door and \$1.75 for each key that must be replaced. If a master or sub-master key is lost, the replacement cost will be based upon the number of doors keyed under the master and for the total number of keys that must be replaced. If the cost for a key cannot be recovered from the individual, the expense for re-keying and key replacement will be charged back to the department of the person who initially authorized the key request.

Keys that are no longer needed must be returned to supervisors. Returned keys will be removed from the listing maintained in Human Resources.

Questions regarding keys should be directed to the Public Safety Office at extension 8024. The Physical Plant Department (extension 1404) should be contacted for lock changes and repairs.

### **3.6.7 Travel and Business Expenses Policy**

Travel and other expenses at the expense of the University must be in connection with official University activities. The University will reimburse its faculty and staff, as well as other authorized individuals, for expenses they incur on official University travel or for official University business that are properly authorized, reasonable, and appropriately documented according to University policy and Governmental regulations, when appropriate. Reimbursement for travel or other expenses paid by use of an individual's personal funds or with an advance of University funds is requested by submission of a "Fontbonne University Expense Reimbursement

Statement.” This form and a complete statement of this policy are available on the Controller’s office website.

This policy and its related procedures are applicable to all University faculty and staff regardless of the source of funds supporting the business expenses. If such expenses are to be charged to a sponsored program, the terms of the grant or contract will take precedence if they are more restrictive than University policy.

Please note that these policies must be followed by all individuals, whether or not the individual is requesting a reimbursement for expenses paid with personal funds or expenses paid by the University Corporate/Purchase VISA card or paid directly by University checks.

For all Corporate/Purchase VISA cardholders, a separate expense report will be required to be submitted for all purchases made using the Corporate/Purchase VISA card. Refer to the Corporate/Purchase VISA card policies and procedures for more information.

### **3.6.8 Establishing Memorials for Deceased Full-time Employees**

Death of active Fontbonne employees is tragic. Fortunately, the occurrence is relatively low. However, it is important to have procedures in place that recognize loss and convey sensitivity and understanding to survivors including the deceased’s family and friends, fellow colleagues, and students. The purpose of this policy is to establish the University’s response to the death of a current employee and to provide a memorial for the deceased.

When death occurs, the Office of the President will review the appropriateness of an institutional memorial provided by the University. Although the memorial will typically consist of an inscribed brick in front of either AB Hall or the East Building, other types may be considered at the discretion of the Office of the President. The memorials will not require remuneration from donors unless a significant upgrade is requested (for instance, installing a larger brick vs. regular sized brick).

In establishing memorials, the following will be considered:

- Status (intended for full-time employees; however, full-time employees who transitioned to part-time may be considered).
- Cause of death (cause should not be due to the employee’s own recklessness (drunk driving, for instance) or self-infliction (suicide)).

The employee’s family will be notified of the memorial by the Human Resources department or department head, as appropriate.

**APPENDIX 3.0.1: ACKNOWLEDGMENT AND RECEIPT OF THE  
FONTBONNE UNIVERSITY POLICY MANUAL**

I acknowledge that I have received access to the Fontbonne University Policy Manuals that are applicable to me, and I will review and comply with its contents.

I understand and agree that all provisions in the Policy Manuals must be followed at all times. I understand that the University reserves the right to make any adjustments or changes at the University's discretion.

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Read, understand, sign, date and return this Acknowledgement form to the Director of Human Resources.

## APPENDIX 3.2.1 EMPLOYEE INFORMATION FORM

**To all New Hires and Re-Hires:** Please complete the following by printing the information and notify Human Resources immediately of any future changes to your personal or emergency contact information.

Legal Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_  
                    First                    Middle                    Last

\_\_\_\_ Married \_\_\_\_ Single \_\_\_\_ Female \_\_\_\_ Male Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ SS# \_\_\_\_-\_\_\_\_-\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Personal Email: \_\_\_\_\_ and \_\_\_\_\_@fontbonne.edu

Any disabilities that may require accommodation? Yes \_\_\_\_ No \_\_\_\_ If Yes, explain: \_\_\_\_\_

If there is anything about your physical condition we should know, such as medication you cannot take or possible reason for sudden illness, please state below:

**Fontbonne is an Equal Opportunity Employer and the following information is used for statistical purposes only to comply with federal and state laws regarding equal employment opportunity employment. You are NOT required to provide this information regarding EEO Ethnicity/Race Classification.**

\_\_\_\_ Asian            \_\_\_\_ Black/African American            \_\_\_\_ Hispanic/Latino            \_\_\_\_ White  
\_\_\_\_ Two or more races – non Hispanic/Latino            \_\_\_\_ Native Hawaiian/Other Pacific Islander  
\_\_\_\_ American Indian or Alaskan Native            \_\_\_\_ Other            \_\_\_\_ Prefer not to provide this information

**Providing the following information is voluntary (check if applicable):**

\_\_\_\_ I am a “disabled Veteran”    \_\_\_\_ I am a “recently separated Veteran”    \_\_\_\_\_ Date of Discharge  
\_\_\_\_ I am an “Other protected Veteran”    \_\_\_\_ I am not a Veteran    \_\_\_\_ Prefer not to provide this information

**In compliance with Fontbonne University’s Emergency Policies, please complete the following:**

Emergency Contact: 1. \_\_\_\_\_  
  Name    Preferred Phone Number    Relationship  
2. \_\_\_\_\_  
  Name    Preferred Phone Number    Relationship

**Employment Information:**

Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Full time \_\_\_\_ Part time \_\_\_\_ Title or Position \_\_\_\_\_

Exempt \_\_\_\_ Non-Exempt \_\_\_\_ Department \_\_\_\_\_ Supervisor \_\_\_\_\_

Previously Employed at Fontbonne? \_\_\_\_ Yes \_\_\_\_ No If yes, When? \_\_\_\_\_ Position \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_



### **APPENDIX 3.6.2.1: AGREEMENT TO ABIDE BY FERPA REGULATIONS**

I understand that by the virtue of my employment with Fontbonne University I may have access to records that contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974. I have read and understand Fontbonne University's Institutional FERPA policy. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates Fontbonne University's policy and may result in disciplinary action, up to and including termination of employment.

Employee's name (print): \_\_\_\_\_

Position: \_\_\_\_\_

Employee's signature: \_\_\_\_\_

Date: \_\_\_\_\_