

Fontbonne University

Policy Manual Volume III

General Institutional Employment Policies



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General Institutional Employment Policies

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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 the Company 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 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.

3.1.7 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.

3.2 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 files.

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 notify the Human Resources Office of any changes in the following:

1. Change of address or telephone number;
2. Change of name;
3. Change of marital status;
4. Change or addition of person to be notified in case of emergency;

5. Change in number of dependents including notification of when a dependent reaches age 19 and student disability status if applicable;
6. Change in beneficiary for group life insurance and retirement insurance;
7. Change in office location or office phone number;
8. Military status; and
9. Educational status including additional training, courses, and experience,

3.3 Employees 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. 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 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 one and one-half times their regularly 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 5 days to attend the funeral of a member of the employee's immediate family. 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.

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 (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 Compensation

Military leave at the University is granted without pay.

3.3.2.2.2 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 life insurance is a term life insurance policy. (Employees who wish to purchase additional life insurance through Guardian should see the Office of the Human Resources for more information).

The University pays the premiums for medical (basic plan only), dental, and life insurance coverage of the employee. If the employee elects a buy-up individual medical plan or to have dependent (family) coverage, that employee pays the cost of the additional buy-up and dependent coverage. 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, application must be made to the insurance company through the Office of the Human Resources Director during open enrollment, which falls in November, or in a case of changes of 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. Under the program, employees may become eligible for short term disability coverage on the eighth day following the personal illness or other injury. An employee may carry sick days forward from one year to the next for a maximum accrual of fourteen (14) days. 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 complete a claim form (available in the Human Resources office) and give the form to her or his physician to complete. The physician then returns the form to the Fontbonne Human Resources Department before it is sent to the insurance company. 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.

3.3.4 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 the Office of the Human Resources Director. The supervisor makes certain that immediate medical attention is received 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.

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. For additional information about continuation of group health coverage, please contact the Office of Human Resources.

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

To be eligible for FMLA benefits, an employee must:

1. Have worked for Fontbonne University for at least 12 months;

2. Have worked at least 1,250 hours over the previous 12 months; and
3. Work at a worksite where at least 50 employees are employed by Fontbonne University within 75 miles.

3.3.4.4.2 Leave Entitlement

Eligible employees may take a leave of absence up to a total of 12 work weeks of unpaid leave during a 12-month period for one or more of the following reasons:

1. For the birth and care of a newborn child of the employee;
2. For placement of a child with the employee for adoption or foster care;
3. To care for an employee's spouse, child, or parent who has a serious health condition; or
4. To take medical leave when an employee is unable to perform at least one of the employee's job functions because of a serious health condition.

To determine the amount of FMLA leave to which an employee is entitled, the 12 month period is measured backward from the date that the employee uses any FMLA leave. In other words, any FMLA leave that was taken by the employee during the 12 months proceeding the date that the employee takes additional FMLA leave will be counted to determine the amount of FMLA leave remaining.

Spouses employed by Fontbonne are jointly entitled to a combined total of 12 work weeks of family leave for the birth and care of the newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.

Under some circumstances, employees may be permitted to take leave intermittently in blocks of time or by reducing a normal weekly or daily work schedule when it is medically necessary because of the employee's own serious health condition or to care for an employee's spouse, child, or parent with a serious health condition. Any employee requesting intermittent leave must provide the University with a written certification stating that such leave is medically necessary. The University may transfer an eligible employee taking intermittent leave temporarily to an alternative job with pay and benefits equivalent to such an employee's regular position. To do so, the employee must possess the qualifications necessary to perform the alternative job.

3.3.4.4.3 Serious Health Condition

A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

1. A period of incapacity or treatment requiring at least an overnight stay in a medical facility and any period of incapacity or subsequent treatment in connection with such inpatient care; or
2. Continuing treatment by a health care provider which includes a period of incapacity due to:
 - a. A serious health condition (including treatment therefore, or recovery there from) lasting for more than three consecutive calendar days and subsequent related treatment that also includes treatment two or more times by or under the supervision of a healthcare provider or one treatment by a health care provider with a continuing regiment of treatment; or
 - b. Pregnancy or prenatal care; or

- c. A chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider and may involve occasional episodes of incapacity; or
- d. A permanent or long term condition for which treatment may not be effective; or
- e. Any absences to receive multiple treatments for restorative surgery or for a condition that, if not treated, would likely cause a period of incapacity of more than three calendar days.

3.3.4.4.4 Coordination of Unpaid Leaves with Paid Time Off

In connection with any leave taken under this policy, an eligible employee may also be required to use any available paid time off (such as paid vacation, paid holidays, paid sick days, short term disability, workers' compensation leave, etc.). Upon the exhaustion of any such paid time off, any remaining FMLA leave shall continue without pay.

3.3.4.4.5 Maintenance of Health Benefits

Fontbonne University will maintain an eligible employee's health benefits for the duration of a qualifying FMLA leave to the extent health benefits were provided before the leave was taken and on the same terms as if the employee had continued to work. Employees must pay their regular contribution for the cost of any health insurance premium while on leave. The employee must make such payments to Fontbonne University by the last business day of each calendar month to cover the cost of such participation in the next calendar month during the leave.

3.3.4.4.6 Job Restoration

Following a 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

An eligible employee must provide a minimum of thirty (30) days advance notice or as much advance notice as possible under the circumstances of the employee's intention to take a family or medical leave. An eligible employee's failure to provide a timely notice of the employee's intention to take a leave may cause the denial or delay of the leave.

To request leave, an eligible employee must complete and submit to Fontbonne University a notice of request for a family and medical leave of absence form. For leaves taken due to a

serious health condition of the employee or an immediate family member, the employee also must support their request with written medical certification from an attending health care provider. The employee shall obtain a certification of physician or practitioner form from Fontbonne University and shall have the attending health care provider complete the form. The employee shall return that completed certification form to Fontbonne University by no later than fifteen (15) days after notice is provided to Fontbonne University of the employee's need for a leave. An employee's failure to provide the required certification of the attending health care provider may cause delay or denial of the leave, and may result in termination of the employee's employment.

In some circumstances, Fontbonne University may require an employee to obtain second or third opinions as to the medical necessity of a leave (at the University's expense).

Fontbonne University may require an employee to provide periodic recertification.

Fontbonne University may require periodic reports during FMLA leave regarding the employee's status and intent to return to work.

Eligible employees shall discuss their need for family or medical leave with their department managers in advance of making their final arrangements for necessary medical treatment so that treatment may be scheduled to meet the needs of both the employee and Fontbonne University. The University may require an employee requesting leave to reschedule medical treatment, subject to the health care provider's approval of any modification of the treatment schedule.

3.3.4.4.8 Disqualification of Eligible Employees

Eligible employees shall disqualify themselves by anyone 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.

3.3.5 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.

Eligible employees are all employees, other than adjunct faculty, who provide at least 1000 hours of service per year, or approximately 20 hours per week.

The University matches up to 7% of salary the amount contributed by a participating employee into the plan. Details of the plan are contained in the Defined Contribution Retirement Plan document that is available in the Human Resources Department.

3.3.5.2 Tax Deferred Annuity Plan

Any employee, other than students working in the college work study program or as graduate assistants, may elect to participate in the tax deferred annuity plan. In this plan, an employee elects to have a pre-tax salary reduction that is then applied as a premium to the selected fund(s). The University does not match contributions to the TDA plan. Details of the plan are contained in the Tax Deferred Annuity Plan document that is available in the Human Resources Department.

3.3.5.3 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). The employee must be employed at the University for one full year in a benefit-eligible position before dependent children and/or spouses are eligible for participation in the plan. The one year waiting period is waived for employees who are coming to Fontbonne directly from employment at another college or university. The undergraduate tuition remission benefit is non-taxable under IRS code, Section 117(d). 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) are not eligible for the tuition remission benefit.

Full graduate tuition remission is provided for eligible employees only (as defined in the previous paragraph). 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. 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, the Broadcast Center, 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. Information about admissions requirements is 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.

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.

Employees of Fontbonne and/or spouses may enroll in OPTIONS degree programs under Fontbonne’s tuition remission program on a space available basis. Employees and family members enrolled in the OPTIONS degree program are responsible for paying the OPTIONS resource fees. After an OPTIONS class has the necessary numbers, Fontbonne employees and/or spouses can be added to the list.

All fees are paid by the employee and the employee will be required to purchase a laptop computer for the OPTIONS MBA program. Through payroll deduction, an employee must complete the appropriate form which may be obtained in the Human Resources Director’s office. This must be paid for by the completion of the program, or in the case of termination, must be paid for in full at the time of termination. Forms to participate in this program are available through an OPTIONS program representative.

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 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
- 5 years of service – 100% remission of tuition balance

3.3.5.3.1 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 at the end of a semester 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.

3.3.5.4 Tuition Exchange Program

Fontbonne is a member of two tuition exchange programs 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.

3.3.5.5 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.

3.3.5.6 Parking

In order to park on campus, all employees must purchase permits. Parking permits are issued on a semester basis or may be purchased for the year in the Fall.

Fines are levied for improper parking. Employees should obtain a copy of the parking regulations from the business office and are responsible for being in compliance. Visitors should be instructed to park in the “Visitors” areas and to register their cars at the information desk, 2nd Floor Ryan.

(See Volume II, paragraph 2.9.2 for Parking Policies applicable to the entire University community).

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.

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 contributes \$10 per month to subsidize the \$60 cost of a monthly pass. In addition, employee taxable income is reduced when the remaining \$50 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 an annual salary 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.

3.4.2 Time and Attendance Records

All non-exempt (hourly) employees are required to maintain time and attendance records using the automated eTime 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 submit a signed monthly timesheet to their supervisor three days prior to the end of month payroll. The salaried timesheet indicates sick, vacation, and personal leave taken during the month.

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.

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 hourly rate for the hours worked during such holidays.

3.4.4 Direct Deposit

(See Appendix 3.4.4.1 for a copy of the University's Direct Deposit Request Form).

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 Purchase 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 Telephone

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.

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.

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 placed in personnel files maintained by Human Resources.

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 6 days of the week. During the school year many buildings are open all 7 days. 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 can not 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.

It is highly recommended that keys no longer needed be return it to the Public Safety Office. 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 adhered to 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

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

Employee Information Form

Name _____ Social Security # _____

Address _____ City _____ State _____ Zip _____

(____)-____ (____)-____ _____

Home Phone _____ Business Phone _____ Email address _____

____/____/____ _____

Date of Birth _____ Race _____ Fontbonne Department _____

____/____/____ _____

Title/Position _____ Anticipated start of employment _____ Full-time or Part-time _____

Please state your highest degree and where you earned it.

Have you previously been employed at Fontbonne? No____ Yes____ Date_____

Employee Signature _____ Date_____

Appendix 3.2.2: Employee Emergency Contact Form

Employee Emergency Contact Form

Name

Social Security #

In the event of an accident or sudden illness we shall do our best to contact the person you specify below immediately. Please make certain that the correct name and phone number are listed and that you report changes of address or phone number to the Personnel Director as long as you are employed at Fontbonne.

1. _____

Name

Relationship to you

() _____

Home Address

Home phone

() _____

Business Address

Business phone

2. _____

Name

Relationship to you

() _____

Home Address

Home phone

() _____

Business Address

Business phone

() _____

Doctor

Phone

Hospital preference

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.

Appendix 3.4.4.1: Direct Deposit Request Form

BANK ONE:

Check One: Checking Account _____

Savings Account _____

Complete one: Net Pay Deposited \$ _____

Amount to be Deposited \$ _____

Bank Name: _____

Bank Address: _____

Bank Transit # _____

Bank Account # _____

BANK TWO:

Check One: Checking Account _____

Savings Account _____

Complete one: Net Pay Deposited \$ _____

Amount to be Deposited \$ _____

Bank Name: _____

Bank Address: _____

Bank Transit # _____

Bank Account # _____

Employee's Printed Name: _____

Employee's Signature: _____

Date: _____

MUST be received by Payroll by the 10th for Direct Deposit to be effective at the end of the month. Please call Payroll and Personnel at x1493 if you have questions.

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: _____