

TO ALL ROBERT MORRIS UNIVERSITY EMPLOYEES

AT-WILL EMPLOYMENT

Employment with Robert Morris University is at will. This means that an employee is free to resign at any time, for any reason, with or without advance notice. Similarly, Robert Morris University may terminate the employment relationship at any time, with or without notice or specific reason, so long as there is no violation of applicable federal, state, and local laws.

Policies set forth in this handbook 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 Robert Morris University and any of its employees. The provisions of the handbook have been developed at the discretion of Robert Morris University and, except for its policy of employment-at will, may be amended or cancelled at any time, at the University's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the President of the University or the President's designee. No statement or promise by a supervisor, manager, or department head, past or present, may be interpreted as a change in policy nor will it constitute an agreement with the employee.

PURPOSE OF THE ROBERT MORRIS UNIVERSITY HUMAN RESOURCES POLICY GUIDE

The Robert Morris University Human Resources Policy Guide has been developed as a valuable resource to provide operational and managerial guidelines for the administration of the University's policies, procedures, and benefits.

EMPLOYEE RIGHTS AND RESPONSIBILITIES

As part of Robert Morris University's commitment to its employees, the University's intention is to provide a working environment that allows you as an employee:

- To work in an environment free from unlawful harassment or discrimination.
- To be advised of your current performance and opportunities for career growth and development through evaluations and feedback.
- To be assured that the University will protect the privacy of your personal information, to review, update, correct, or comment on information contained in your personnel file.
- To participate in the University's benefit programs to which you may be entitled because of your employment status and service with Robert Morris University.
- To bring to the attention of management problems encountered in the performance of your job which might cause you embarrassment, loss of dignity, feelings of intimidation, or loss of opportunity.
- To receive fair treatment and to have recourse through the University's Problem Resolution program.

EMPLOYEE EXPECTATIONS

Robert Morris University is committed to establishing and supporting a work environment that enables the achievement of both employee and University goals. Thus, you can expect Robert Morris University to;

- Offer work that is meaningful and challenging.
- Promote an environment that encourages open and constructive dialogue.
- Recognize you for your accomplishments.
- Provide you with resources and information needed to perform successfully.
- Foster dignity and respect in all interactions.

- Establish an environment that promotes balance of work and life.

ROBERT MORRIS UNIVERSITY EXPECTATIONS

In order for Robert Morris University to perform at the highest level, all employees must strive to contribute to the best of their ability. Thus, the University expects each employee to:

- Demonstrate a high level of commitment to the University's mission, values, goals, and standards.
- Act with integrity in all matters.
- Represent the University, its mission and objectives to prospective students, employees, and business partners with honesty.
- Take personal responsibility for the achievement of personal, departmental, and institutional goals and continually develop the skills needed to meet those goals.
- Use the financial, human and physical resources of the University for the advancement of the University and in the students' best interests.
- Continually strive to improve the quality and delivery of education and services to our students.
- Perform at levels that significantly increase our ability to outperform the competition and take on assignments critical to meeting organizational goals and objectives.
- Comply with federal, state and municipal laws, regulatory agency policies, and all Robert Morris University policies.
- Serve the outside community as a socially conscious citizen.

Robert Morris University has many valuable assets—including its people, property, information, and reputation. It is the responsibility of every employee to preserve and protect these assets and use them only in ways that will promote the best interests of the University. Please carefully read the Human Resources Policy Guide to familiarize yourself with the University's policies and practices.

You are required to sign a document acknowledging that you have read and understand the content of each page of the Human Resources Policy Guide. You are also encouraged to talk to your respective manager or Human Resources representative if you have any questions about a particular policy.

MISSION AND INSTITUTIONAL FOUNDATION



Robert Morris University offers professional, career-focused education in a collegiate setting to diverse communities.

Mission

Institutional Description & Characteristics

Robert Morris University is an independent, not-for-profit, multi-location institution offering associate, baccalaureate, and graduate degree programs that focus on integrating theory and applications. Robert Morris University prepares students to be practitioners in their chosen fields, socially responsible to their communities, and foundations for their families.

Core Values

COMMITTED LEADERSHIP
SERVING THE COMMUNITY
CREATING OPPORTUNITY
THROUGH EXPERIENTIAL TEACHING

Foundational Elements & Standards

APPLIED CONTEXT: The University delivers programs that are professional, contextual, and immersed in career disciplines.

COMMITMENT TO TEACHING: The University is committed to remaining a teaching-focused institution.

PRACTICING DIVERSITY: The University encourages and values the contributions of all individuals reflecting a "real world" diversity.

STUDENT CENTERED: The University champions student success by tailoring services and resources to student's individual academic, athletic, artistic, and career goals.

ACCESSIBILITY: The University assists students in overcoming geographical, temporal, cultural, and financial barriers to academic and professional opportunities.

COLLABORATION: The University fosters external engagement, which mutually benefits the University and local communities.

HONOR: To appreciate the individuals who create our shared identity

CHALLENGE: To consider alternatives to one's own practice

GUIDE: To inspire change

DISCOVER: To achieve something unforeseen

Operational Objectives

Robert Morris University is dedicated to:

GROWTH: To provide the opportunity for an RMU education to an increasing number of students.

IMPROVEMENT: To continually improve program offerings and the delivery of services.

VIABILITY: To manage scarce resources with efficiency.

ENRICHMENT: To enrich the personal and professional lives of students, faculty, staff, alumni, and the communities we serve.

School of Study & Department Missions

TABLE OF CONTENTS

<u>INTRODUCTION</u>	i
PURPOSE OF THE ROBERT MORRIS UNIVERSITY HUMAN RESOURCES POLICY GUIDE	ii
EMPLOYEE RIGHTS AND RESPONSIBILITIES	ii
EMPLOYEE EXPECTATIONS	ii
ROBERT MORRIS UNIVERSITY EXPECTATIONS	iii
MISSION STATEMENT & INSTITUTIONAL FOUNDATIONS	iv
EMPLOYMENT PRACTICES	3
1.1 EQUAL OPPORTUNITY EMPLOYMENT	3
1.2 EMPLOYMENT VERIFICATION	3
1.3 EMPLOYMENT OF RELATIVES	5
1.4 INTERNAL CAREER OPPORTUNITIES	5
1.5 FULL-TIME FACULTY LETTER OF AGREEMENT	6
1.6 FLEXIBLE TEACHING SCHEDULES FOR FULL-TIME FACULTY	7
1.7 FULL-TIME STAFF FLEXIBLE SCHEDULE	7
1.8 PERSONNEL RECORDS	8
1.9 CHANGES TO PERSONAL DATA	10
1.10 EMPLOYMENT DATE	10
WAGES, HOURS, AND OTHER PAYROLL PRACTICES	10
2.1 EMPLOYMENT CATEGORIES	10
2.2 HOURS OF OPERATION	11
2.3 HOURS OF WORK	12
2.4 TIME KEEPING REQUIREMENTS	13
2.5 NON-EXEMPT EMPLOYEE PAYROLL AND OVERTIME	13
2.6 EXEMPT EMPLOYEE PAYROLL	14
2.7 ADMINISTRATIVE PAY CORRECTIONS	15
2.8 PAYDAYS	16
2.9 PAYROLL ADVANCES	17
INSURANCE AND BENEFITS	17
3.1 WORKERS COMPENSATION	18
3.2 HOLIDAYS	19
3.3 VACATION FULL-TIME STAFF	19
3.4 VACATION FULL-TIME FACULTY	21
3.5 PERSONAL DAYS FULL-TIME EMPLOYEES	21
3.6 DISCRETIONARY TIME PART-TIME FACULTY	22
3.7 SHORT TERM DISABILITY LEAVE FULL-TIME EMPLOYEES	22
3.8 BEREAVEMENT LEAVE	24
3.9 JURY OR WITNESS DUTY	24
3.10 TIME OFF TO VOTE	25
3.11 FULL-TIME FACULTY RETIREMENT SCHEDULE	25
3.12 PRE-TAX TRANSIT EXPENSE BENEFIT	26
3.13 SAVINGS BONDS	26
LEAVES OF ABSENCE	26
4.1 FAMILY AND MEDICAL LEAVE	26
4.2 VICTIMS ECONOMIC SECURITY AND SAFETY ACT	33
4.3 MILITARY LEAVE	37
4.4 PERSONAL LEAVE	39
4.5 FACULTY EDUCATION LEAVE	40
PROFESSIONAL DEVELOPMENT	41
5.1 CONTINUING EDUCATION TUITION ASSISTANCE	41
5.2 ROBERT MORRIS UNIVERSITY TUITION WAIVER	42
5.3 PROFESSIONAL ORGANIZATION MEMBERSHIP CONFERENCES AND/OR WORKSHOPS	46

FAMILY FRIENDLY PROGRAMS	46
6.1 ROBERT MORRIS UNIVERSITY TUITION GRANT	46
6.2 TUITION EXCHANGE PROGRAM	50
EMPLOYEE RELATIONS	51
7.1 DISCRIMINATION AND HARASSMENT	51
7.2 PROBLEM RESOLUTION PROGRAM	55
7.3 PERFORMANCE ASSESSMENT PROGRAM	56
7.4 EMPLOYEE PROTECTION (WHISTLEBLOWER)	58
EMPLOYEE CONDUCT	59
8.1 STANDARDS OF CONDUCT	59
8.2 ATTENDANCE AND PUNCTUALITY	60
8.3 TERMINATION	62
8.4 CONFLICT OF INTEREST	63
8.5 EXPENSE REIMBURSEMENT	65
8.6 CHECK REQUEST AND PURCHASING PRACTICES	66
8.7 PURCHASING CARD	66
8.8 TOBACCO-FREE UNIVERSITY	67
8.9 DRUG FREE WORKPLACE	68
8.10 USE OF PROPERTY, RESOURCES AND COMPUTER SYSTEMS	69
8.11 GUIDELINES FOR ATTIRE	72
8.12 CELL PHONE USAGE	73
8.13 EQUIPMENT USAGE	74
8.14 FUNDRAISING AND RAFFLE	74
EMPLOYEE SAFETY	75
9.1 WORKPLACE VIOLENCE	75
9.2 UNIVERSITY EMERGENCY PROCEDURES	76
9.3 CRISIS MANAGEMENT PLAN	77
9.4 BLOODBORNE PATHOGENS TRAINING	77
COMMUNICATIONS AND CONFIDENTIALITY	78
10.1 DISSEMINATION DISTRIBUTION AND SOLICITATION	78
10.2 MEDIA	79
10.3 PATENTS AND COPYRIGHTS	81
10.4 CONFIDENTIAL INFORMATION	84
ACKNOWLEDGEMENT FORM	88

EMPLOYMENT PRACTICES

1.1 EQUAL-OPPORTUNITY EMPLOYMENT

Robert Morris University is committed to maintaining a work environment that supports human dignity and personal respect and that is free from unlawful discrimination or harassment. It is, therefore, the University's policy to provide equal opportunity for all applicants and employees. Robert Morris University provides equal employment opportunities and does not unlawfully discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, disability, sexual orientation, veteran status, genetic code or any other basis protected by applicable federal, state or local laws. Any form of discrimination or harassment related to these factors is expressly prohibited.

Equal employment opportunity principles will apply in the selection of those who are seeking jobs and those who, once employed, seek advancement. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, transfer, promotion, termination, layoff, leaves of absence, compensation, University-sponsored training and programs, education, and tuition assistance.

The University's employees are expected to assist in building a constructive and harassment-free workplace that promotes equal opportunity for all applicants and employees. It is the responsibility of every manager and supervisor to make sure that his or her department is in full compliance with this policy.

For information regarding the types of conduct that may violate this policy and the University's internal procedures for addressing complaints of harassment or discrimination, please refer to the Employee Relations section of this Policy Guide.

Accommodating Employees with Disabilities

To ensure equal employment opportunities to qualified individuals with disabilities, Robert Morris University will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified individual unless doing so would result in an undue hardship on the operation of the business.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a Human Resources representative to request such an accommodation. Questions about this policy should also be directed to Human Resources.

1.2 EMPLOYMENT VERIFICATION

- A. When considering individuals for employment, Robert Morris University may verify past work experience for a minimum of five years, as well as all educational credentials attained as indicated on the application for employment.

- B. Criminal background checks will be conducted on applicants for all positions, which includes a check of federal and county court records for felony convictions or guilty pleas. A credit check will be conducted for positions that require the signatory power over University assets, handling of money or access to personal, financial or confidential information. These background checks may involve obtaining or having prepared an investigative consumer report, which may include information about an individual's prior employment, military record, education, credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, criminal background or mode of living. In conducting such background checks, the University complies fully with the requirements of all applicable federal, state, and local laws. To that end, as a condition of employment or consideration for employment, applicants or employees will be requested to sign forms authorizing the University to conduct background checks. If the University determines in its discretion that an applicant or employee is not fit for employment, subject to all applicable laws, the University reserves the right to withdraw an offer of employment or terminate the employment of an existing employee.
- C. Prospective employees may be asked to submit to a drug test as a condition of employment. Any required drug testing will be conducted by a licensed laboratory. All expenses related to the test will be incurred by the University.
- D. All background checks, reference checks and drug tests are confidential.
- E. A candidate may be offered employment contingent upon verification of reference, background checks, and/or a drug test. Robert Morris University reserves the right to terminate the offer of employment should the result of these checks be inconsistent with the employment application.
- F. In accordance with the Immigration and Reform Act and as a condition of employment, all new employees must complete *Section I* of the *I-9 Form* by the close of business on their first day of employment. The University must complete the entire *I-9 Form* by close of business on the third day of employment. Employees must present documentation establishing identity and authorization to work in the United States. A list of eligible forms of documentation is provided upon notification of start date or on their first day of employment with the University.
- G. If an individual cannot provide documentation verifying identity and authorization to work in the United States within three days of the start of their employment with the University, the individual will not be allowed to continue to work and will be instructed by the Office of Human Resources to vacate the premises immediately. The employee may be reinstated to the position with verification of the proper documentation.
- H. If an individual's employment eligibility document expires, the employee must

present a document that shows either continuing employment eligibility or a new grant of work authorization. The *Employment Eligibility Verification Form I-9* must be updated to reflect the new document. An employee who fails to provide continuing employment eligibility documentation will be terminated immediately.

- I. In accordance with the Fair Labor Standards Act, the minimum age for employment at Robert Morris University is 16. Employees younger than 16 years of age must submit an appropriate work permit prior to begin employment
- J. The University will not hire applicants who have falsified any part of their application for employment. An employee who has falsified information on the employment application may be immediately terminated.

1.3 EMPLOYMENT OF RELATIVES

- A. Individuals hired by Robert Morris University will be selected based only on qualifications related to the essential functions of the job, such as education, experience and skills, and will receive consistent and equitable treatment free from favoritism. Any relative of a current employee is subject to the same criteria and application, interview, and selection processes as any other candidate.
- B. Relatives will not be hired or transferred into a department where they directly supervise another family member. The same supervisory restrictions apply to employees who become relatives after they are employed. Employees are required to disclose the familial relationship to the Provost or a Senior Vice-President, who will determine whether or not a conflict exists.

The term “relative” is defined as one of the following: relationships by blood or adoption (e.g. parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, first cousin) or relationships by marriage or domestic partnership (e.g. husband, wife, step-parent, stepchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, and niece).

- C. Employees are expected to inform the Office of Human Resources of a change in their marital or family status that appears to be in conflict with this policy.
- D. Robert Morris University also reserves the right to take action if a conflict arises involving individuals in a dating relationship who occupy positions at any level in the same line of authority which may affect the terms or conditions of employment.

1.4 INTERNAL CAREER OPPORTUNITIES

- A. Job postings inform employees of available openings within the University.

- B. In general, notices of all regular, full-time job openings may be posted, although Robert Morris University reserves the right to not post a particular opening.
- C. Job openings are posted on the Employee News site and will include the job title, location, department, qualifications, responsibilities, and application deadline.
- D. Qualified employees who are interested in applying for a job within the University must discuss their intent to apply with their supervisor(s). Employees should then complete the *Career Opportunity Profile* and submit the form with a current resume to the appropriate Human Resources professional.
- E. An employee is not eligible to apply for posted positions if that employee has received a written warning within the past twelve months, is on probation, or has been in his or her current position for less than six months.
- F. All internal candidates will be given the same consideration as any external candidate in the recruitment and selection process.
- G. If an employee accepts another position within the University, the transfer date will be negotiated between the supervisors affected.

1.5 FULL-TIME FACULTY LETTER OF AGREEMENT

- A. *One-Year Letter of Agreement.* Full-time faculty members with less than three consecutive years of full-time employment will receive a one-year *Letter of Agreement*.
- B. *Two-Year Letter of Agreement.* Faculty with a minimum of three years of consecutive full-time employment may be offered a two-year academic agreement. Eligible faculty have the option to request a one-year *Letter of Agreement*.
- C. Any *Letter of Agreement* not signed and returned within a two-week time period will be void.
- D. A faculty employee who does not honor the *Letter of Agreement* will forfeit any merit incentive.
- E. The University reserves the right to terminate any current or future agreement(s) for cause at any time.
- F. The University has no obligation to renew a *Letter of Agreement* for any subsequent academic year.
- G. Faculty in the Chicago metropolitan area may be required to teach or carry out other responsibilities at multiple locations. The location or locations of the

assignment will depend on the needs at each branch and may vary from quarter to quarter. Faculty in the Central Illinois area may be required to teach or carry out other responsibilities at either the Springfield or Peoria locations.

- H. In situations of enrollment or performance concerns, faculty may be offered an agreement for less than one-year or on a quarter-by quarter basis.

1.6 FLEXIBLE TEACHING SCHEDULES FOR FULL-TIME FACULTY

- A. Faculty may be asked teach additional courses. Faculty can choose to accept this additional responsibility on a voluntary basis. Alternatively, faculty may teach less than the traditional teaching schedule because of additional responsibilities, assignments or professional development.
- B. A faculty member who teaches additional courses outside the scope of his/her contract will be paid additional compensation.
- C. Faculty interested in a schedule that accommodates time for professional development must submit the *Request for Course Load Reduction Form* to his/her respective Dean. Approval is contingent upon the needs of the University.

1.7 FULL-TIME STAFF FLEXIBLE SCHEDULE

- A. Full-time staff employees may request a 10- or 11-month flexible schedule. According to the schedule, the employee will work for 10 or 11 consecutive months and then be eligible for one- or two month(s) off without pay at the end of the schedule depending on the approved time frame and terms.
- B. The employee and the supervisor must sign an *Employee Status Form* to confirm approval of the schedule. The schedule request must be approved annually and the University has no obligation to renew a request for any subsequent year. All staff schedules are subject to approval by the Provost or respective Senior Vice President. Employees must complete the *Staff Flexible Agreement* as well.
- C. Staff employees can spread their salary over 12 months and will continue to accrue length of service credit for benefits and time away from work during the length of the approved schedule.
- D. Employees will be expected to attend University events or meetings as requested.
- E. Full-time staff employees will not be paid for University holidays that fall within their scheduled unpaid month or two of time-off; however, they will continue to accrue paid vacation based on length of service.

1.8 PERSONNEL RECORDS

A. Personal Record-Keeping Policy

Robert Morris University makes, obtains and uses certain personnel or employment records in the normal course of business. By way of example, these include such records as job applications, resumes, job advertisements, employment agency job orders, and performance evaluations. In order to comply with federal record-keeping requirements, the University is required to maintain the following types records, if they are the kind made, obtained or used in the normal course of business, for a period of at least one year from the date of the personnel action to which it relates:

1. Job applications, resumes, or any other form of employment inquiry wherever submitted to the University in response to its advertisement or other notice of existing or anticipated job openings, including records pertaining to the failure or refusal to hire any individual;
2. Personnel records relating to promotion, demotion, transfer, selection for training, layoff recall or discharge of any employee;
3. Job orders submitted by the University to an employment agency for recruitment of personnel for job openings;
4. Test papers completed by applicants or candidates for any position which disclose the results of any employer-administrated aptitude or other employment test considered by the University in connection with any personnel action;
5. The results of any physical examination where such examination is considered by the University in connection with any personnel action; and
6. Any advertisements or notices to the public or to employees relating to job openings, promotions, training programs or opportunities for overtime work.

It is the responsibility of Human Resources to coordinate the hiring process and the maintenance of the above-listed documents. No management employee has the authority to submit a job order to an employment agency or to place any advertisements or notices relating to job openings without prior authorization from Human Resources. Management employees involved in the hiring or evaluation process of employees may maintain duplicate copies of these documents in their own working files, but the originals must be transmitted to Human Resources within five business days of the date of creation or receipt of them.

Any unsolicited walk-in applicants for any location should be given a blank job application to complete and return to the respective Director of Administration. That Director will forward the

completed application to the Office of Human Resources.

Additionally, as required by law, the University's Office of Human Resources/Payroll department makes and keeps for a minimum of 3 years, payroll or other records for each employee which contains the name, address, date of birth, occupation, rate of pay and compensation earned each week.

B. Policy – Personnel Files

All permanent, official records of the employee are maintained in the Office of Human Resources and are the property of Robert Morris University.

1. The personnel file represents the historical employment record of the employee and may include the application for employment, resume, references, correspondence, position assignments, transfers, promotions, performance appraisals, wage changes, discharge or other documented disciplinary actions, tax deduction information, and changes to employee information.
2. All employee personnel files will be maintained for seven years after an employee's separation date.

C. Examination of an Employee's Personnel File

1. Employees who wish to review their personnel file should contact the Office of Human Resources to schedule a time during regular business hours. The file shall not be removed from the Office of Human Resources and must be reviewed in the presence of a Human Resources representative. An employee may also request a copy of the personnel file. Requests should be made in writing and submitted to the Office of Human Resources.
2. Employee personnel records may be viewed by University administration for appropriate business reasons.

D. Employee Information Requests

1. All requests for information from employee personnel files received from outside the University will be directed to the Office of Human Resources or the Payroll Department. Managers and/or other employees are prohibited from providing personal or employment information on current and former employees.
2. The University will cooperate with all federal, state, and local agencies investigating an employee or requesting information on an employee if the investigators furnish proper identification and legal authority to investigate and have access to your personnel information.

3. The Office of Human Resources will respond to inquiries regarding an employee's dates of employment, status, verification of employment, and/or rate of pay on an as requested basis and only in cases to which the current or former employee has granted authorization to release such information.

1.9 CHANGES TO PERSONAL DATA

Revisions to employee information, such as changes in name, address, marital status, educational accomplishments, emergency contacts, tax withholding, allowances, and paycheck disposition should be communicated immediately to the Office of Human Resources via the *Robert Morris University Employee Status Form* in order to keep files accurate and current.

1.10 EMPLOYMENT DATE

An employee's employment date at Robert Morris University is used in the administration and application of policies, procedures, benefits, and service recognition.

1. An employee who is hired between the first and the 15th of a month will have an anniversary employment date of the first date of that month.
2. An employee who is hired between the 16th and the last day of the month will have an anniversary employment date of the first date of the following month.

Break in Service

1. Former full-time or part-time employees are eligible for continuous service credit if they are reemployed within 12 months of their separation from Robert Morris University. The adjusted hire date will be applied to full-time benefits for break in service of less than 12 months for all full-time employees.
2. A full-time employee who leaves the University and then returns after 12 months or more will have a new employment date.

WAGES, HOURS AND OTHER PAYROLL PRACTICES

2.1 EMPLOYMENT CATEGORIES

It is the intent of Robert Morris University to clarify the definitions of employment classifications so faculty and staff understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the at-will employment relationship at any time with or without specific reason is retained by both the employee and the University.

A. Exempt/Non-Exempt Status

1. Non-Exempt. Employees are considered non-exempt if they do not qualify for the exemptions under the Fair Labor Standards Act. The exemptions are based on job activities, responsibilities, and rate of pay. (Contact the Office of Human Resources for the *Tests for Exemption*). Non-exempt employees must be paid at least one and one-half times their “regular rate” for all hours worked in excess of 40 hours in any given workweek, unless state law says otherwise.
2. Exempt. Exempt employees are not subject to the overtime requirements of the Fair Labor Standards Act (FLSA) and are compensated on a fixed salary basis. (Contact the Office of Human Resources for the *Tests for Exemption*).

B. Faculty Status

1. Full-time Faculty. Full-time faculty are salaried employees who work according to a 10, 11, or 12 month agreement that includes both teaching and administrative duties.
2. Part-time Faculty. Part-time faculty are compensated on a per course basis. Part-time faculty may be compensated on an hourly basis for additional responsibilities

C. Staff Status

1. Full-time Staff. Full-time staff employees are scheduled to work a minimum of 37.5 hours per week and do not fall within the definition of full-time or part-time faculty.
2. Part-time Staff Part-time staff employee hours are based on the needs of the department and may be adjusted based on said needs. Part-time staff employees are not eligible for University benefits, and are paid on an hourly-rate or per-diem basis.

The Office of Human Resources reviews each position’s duties and responsibilities annually and determines the position’s status according to the appropriate test for exemptions under the Fair Labor Standards Act (FLSA). Any questions concerning an employee or position status under the Fair Labor Standards Act should be referred to the Office of Human Resources.

2.2 HOURS OF OPERATION

Because of the wide variety of programs offered at Robert Morris University’s various locations, it does not have regular hours of operation. Generally, buildings are open for operation Mondays through Saturday. Hours vary based on class schedules and business needs.

2.3 HOURS OF WORK

The primary intent of established work hours/schedules and attendance requirements is to ensure that Robert Morris University is consistently and adequately staffed to best support the needs of its operations. Work schedules are determined by the needs of the department and the respective supervisor and are subject to change at the discretion of the supervisor

A. Staff Employees

1. Full-time staff employees are expected to work 37.5 hours per week, not including time taken for lunch or breaks.
2. Full-time staff employees on a five-day workweek are generally expected to work 7.5 hours per day, not including time taken for lunch or breaks.
3. Full-time staff employees on a four-day workweek are generally expected to work 9.5 hours per day, not including time taken for lunch or breaks.
4. In compliance with applicable laws, unpaid lunch breaks should be taken no later than the end of the fifth hour of scheduled work and are generally one hour in length, but not less than 30 minutes.
5. Staff employees who accept a teaching assignment with the University must notify their immediate manager of the opportunity and continue to work the required number of hours and assigned schedule for their position.

B. Faculty Employees

1. Deans are faculty appointments with responsibilities that necessitate additional work hours than what is expected for full-time faculty.
2. Faculty should plan their on-site hours in accordance with the following guidelines:
 - a. Classes are conducted Monday through Saturday. Faculty schedules are determined based on class needs.
 - b. Faculty typically have an on-site schedule of four-days per week; off days vary depending on class needs. Departmental coverage may require faculty to work a fifth day. Faculty receiving overload compensation for teaching courses additional to their contract may be expected to work additional days in excess of four per week.
 - c. Faculty must work no less than two office hours and no more than six office hours (in addition to class time) for any given day. Faculty are

expected to provide academic assistance to students outside of the classroom via the Lopata Resource Center and/or Learning Commons, individual meetings, tutoring, and/or workshops.

- d. Faculty must submit their schedule to the respective Dean or Director of Education before the quarter begins. The schedule should be distributed to students and posted for student access.
- e. Quarterly curriculum meetings are a requirement of the faculty agreement and are in addition to these hours.
- f. Travel between locations for faculty teaching at more than one site per day does not count toward office hours requirements.

2.4 TIME KEEPING REQUIREMENTS

It is the responsibility of every non-exempt employee to accurately record his or her time worked on a daily basis. Federal and state laws require Robert Morris University to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all time actually spent on the job performing assigned duties.

Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Non-exempt employees may not work through a meal period without obtaining prior written authorization. Similarly, overtime work must always be approved before it is performed.

If corrections or modifications need to be made to any time record, both the employee and his or her immediate supervisor must verify the accuracy of the changes by initialing the time record.

Falsifying or tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including immediate termination of employment.

2.5 NON-EXEMPT EMPLOYEE PAYROLL AND OVERTIME

Overtime compensation is paid to part-time or full-time Robert Morris University employees who are identified as non-exempt by the Fair Labor Standards Act and the Wage and Hour Division of the U.S. Department of Labor.

Full-time staff employees are compensated based on a 37.5-hour workweek, not including time taken for lunch or breaks.

- A. An employee's immediate supervisor must approve any additional hours worked in excess of a 37.5-hour workweek.

- B. A full-time staff employee who works a 37.5-hour workweek, but no more than 40 hours in a week will be compensated at his/her regular hourly rate.
- C. The rate for overtime pay is 1 ½ or 1.5 the employee's regular pay for all hours actually worked in excess of 40 hours in a given workweek, unless otherwise required by state law. Hours that are paid for, but not worked, such as vacation, holidays, leave under the Family and Medical Leave Act (FMLA), bereavement leave, or jury or witness duty time off, are deducted from the 40 hours mentioned above, and are not considered for the purpose of calculating overtime.
- D. For purposes of overtime compensation, the workweek is Sunday through Saturday.
- E. The computation for overtime compensation for salaried employees is:

$$\text{Monthly Salary} \times 12 = \text{Annual Salary} / 52 / 37.5 = \text{Regular Hourly Rate}$$
- F. The computation for overtime compensation for hourly employees is:

$$\text{Regular Hourly Rate} \times 1.5 = \text{Hourly Overtime Rate}$$
- G. Employees that work on University holidays will be compensated for the time worked in addition to receiving their regular pay for the holiday.
- H. A flexible work schedule may be granted if someone works additional time in a single day and requests reduced time during that same week on an alternate day.
- I. Full-time, non-exempt employees will be compensated for up to a week due to a closure as a result of a natural or unforeseen disaster. The decision to close the location will be made at the direction of Robert Morris University management and employees will be expected to stay in contact with their immediate supervisor during the time away. Once the site is deemed safe to reopen, employees will be expected to return to work. If employees require additional paid time once the site re-opens, they are eligible to use available vacation and personal days.

2.6 EXEMPT EMPLOYEE PAYROLL

This policy applies to all Robert Morris University employees who are identified as exempt by the Fair Labor Standards Act.

- A. Exempt employees will receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked. However, exempt employees may not be paid for any workweek in which they do not perform work.
- B. Deductions from pay cannot be made as a result of absences due to the circumstances listed below. If made, these deductions would be considered

improper and specifically prohibited by Robert Morris University, regardless of the circumstances. Managers or supervisors who violate this policy will be subject to investigation of their pay practices and appropriate corrective action in accordance with normal procedures.

1. Jury duty.
 2. Attendance as a witness.
 3. Temporary military leave.
 4. Absences caused by Robert Morris University.
 5. Absences caused by operating requirements.
 6. Partial day amounts other than those specifically discussed below.
- C. Exceptions to the requirement to pay exempt employees on a salary basis are listed below.
1. Absences of one or more full days for personal reasons other than sickness or disability. This would occur if an employee has exhausted all paid vacation and personal time.
 2. Absences of one or more full days due to sickness or disability. This would occur if an employee has exhausted all paid short-term disability time.
 3. Penalties imposed by infractions of safety rules of major significance.
 4. An unpaid disciplinary suspension of one or more full days in accordance with the Performance Assessment and Standards of Conduct Policies.
 5. Deductions for the first and last week of employment, when only part of the week is worked by the employee.
 6. Deductions for unpaid leave taken in accordance with an approved FMLA or VESSA absence.

2.7 ADMINISTRATIVE PAY CORRECTIONS

Robert Morris University is committed to comply with all federal and state payroll laws and its prohibition against making pay deductions that are improper under the Fair Labor Standards Act and state wage and hour laws. The University takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. If you ever believe there is an improper deduction in your check, overtime was worked and not paid, or any other payroll error has occurred, please notify the Office of

Human Resources in writing immediately.

- A. Reports of an improper deduction, an overtime denial or other errors will be promptly investigated. The employee will be asked to submit the circumstances and frequency.
- B. The Office of Human Resources will review pay records and interview the supervisor or manager, as well as the payroll representatives handling the employee's pay, to determine if the allegation is correct.
- C. If it is determined that a mistake has been made, it will be corrected promptly and, if appropriate, you will be promptly reimbursed for any improper deduction or overtime worked. Alternatively, you will be required to repay the amount of any overpayment.
- D. The individual(s) responsible for the error will be subject to an investigation to determine if this was an isolated incident or a pattern of conduct that requires further action. If warranted, the responsible person(s) will be held accountable for the error(s) and may be subject to appropriate discipline up to and including immediate termination.
- E. The resolution of the situation will be documented. This documentation will include payroll records, results of the investigation, and confirmation on the part of the employee that the situation has been resolved. The documentation will be placed with the employee's pay records.
- F. Following the identification of such a problem, the University will establish a practice to regularly audit employee pay records to ensure no further issues arise.

2.8 PAYDAYS

Employees are paid by check semi-monthly on the 13th and the 28th days of every month. For full-time employees, the paycheck on the 13th day of the month will include earnings for all work performed during the 1st – 15th of that month and the paycheck on the 28th day of the month will include earnings for all work performed during the 16th – 31st or last working day of the month in which that payday falls. For part-time staff employees, the paycheck on the 13th day of the month will include earnings for all work performed during the 16th – 31st or last working day of the month immediately preceding that in which the 13th falls and the paycheck on the 28th day of the month will include earnings for all work performed during the 1st – 15th of the same month.

In the event that a regularly scheduled payday falls on a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

1. All employees have the option to receive their paycheck via direct deposit. Employees interested in this option must complete the *Direct Deposit Application* and submit it to the Office of Human Resources. Employees who are not enrolled

in the direct deposit program will have their paycheck sent to their home address.

2. Payroll deductions allowed by law include tax withholding, fringe benefits, compliance with state wage laws, and garnishments. The University offers programs and benefits beyond those required by law. To the extent allowed by law, eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in those programs.

2.9 PAYROLL ADVANCES

The University does not generally consider requests for payroll advances; however, in extreme emergency situations, a full-time employee can discuss his/her financial need with the appropriate Vice President.

- A. The appropriate Vice President or the President has the authority to make a one-time advance not to exceed \$500 in any fiscal year.
- B. In all cases, the Vice President and the employee must complete the advance form and the employee must sign a promissory note.
- C. In all cases, repayment must be made within sixty days (the next four consecutive pay periods) immediately following the advance.
- D. If termination occurs prior to repayment, repayment of the remaining balance will be discussed with the employee in connection with the calculation of his or her final paycheck.

INSURANCE AND BENEFITS

Robert Morris University provides a wide range of benefits to certain eligible employees. A number of employee benefit programs (such as Social Security, workers' compensation, state disability and unemployment insurance) cover eligible employees in accordance with applicable law.

Eligibility for Robert Morris University benefits depends upon a variety of factors, including employee classification and the terms and conditions of the applicable benefit plan or program. The various benefits programs may require contributions from the employee. While this handbook identifies in general the existence of various benefit plans, the plans identified by asterisk (*) are described in greater detail in summary booklets and plan documents. In the case of any inconsistencies between the descriptions of the plans as presented in this handbook or its summary booklets and the terms and conditions of the plans as described in the plan documents. The plan documents will control. Moreover, the nature and execution of the University's benefit programs are likely to change as Robert Morris University and the business environment changes, and the University reserves the right to amend or terminate the plans at any time.

The following benefit programs may be available to certain eligible employees:

- Medical Insurance*
- Dental Insurance*
- Vision Insurance*
- Life Insurance, Accidental Death and Dismemberment Insurance*
- Long-Term Disability Insurance*
- Benefit Conversion at Termination (“COBRA”)*
- Long-Term Care Insurance*
- TIAA-CREF Tax-Deferred Annuity Program*
- Workers’ Compensation
- Holidays
- Vacation
- Personal Days
- Short-Term Disability Leave
- Bereavement Leave
- Voting Time Off
- Jury Duty Leave
- Witness Duty Leave
- Full-Time Faculty Retirement Schedule
- Educational Assistance
- Pre-Tax Transit Expense Benefit
- Savings Bonds
- Payroll Enhancement Benefit for Deceased Employee

3.1 WORKERS’ COMPENSATION

Robert Morris University provides a workers’ compensation insurance program that covers any injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment as well as reimbursement of lost wages up to a statutory cap.

- A. Employees are responsible to immediately notify their manager and/or the Office of Human Resources in the event of an occupational injury or illness.
- B. A written report must be filed with the Office of Human Resources within 24 hours of the occupational injury or illness.
- C. It is the employee’s responsibility to discuss workers compensation benefits with the insurance company representative and a human resources representative.
- D. If the University disburses an overpayment, the employee must repay the overpayment to the University. Failure to do so may result in a reduction in paid time off.
- E. Workers’ compensation may run parallel to the Family Medical Leave Act if the condition is covered under said Act.

- F. Neither Robert Morris University nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's participation in any off-duty voluntary recreational, social or athletic activity sponsored by the University.

3.2 HOLIDAYS

- A. The actual date on which a holiday will be recognized depends on the calendar for the year. The Office of Human Resources will publish the holiday schedule at the start of the fiscal year and it will be distributed to all new employees at New Employee Orientation.
- B. Part-time faculty will be compensated for all University holidays that occur on the day of a teaching assignment.
- C. Employees may be expected to work on a holiday based on the needs of the University. Employees will be compensated for the time worked in addition to holiday pay.
- D. For any holiday that falls on a Saturday or Sunday, the employee will typically receive the Friday (if the holiday falls on Saturday) or the Monday (if the holiday falls on a Sunday) as a holiday. The calendar will reflect the specific day.
- E. For a cultural or religious holiday not designated by the University, an employee may use personal or vacation time for observance of the holiday. If an employee does not have any paid personal or vacation time to use, every effort will be made to accommodate the employee's beliefs; however, such time off is unpaid.
- F. A holiday is equivalent to 7.5 hours of time for full-time employees.
- G. If a holiday falls on the scheduled day off for employees who work a four-day workweek then the employee is entitled to take 7.5 hours of time away. This time away should be scheduled and approved by the supervisor and taken within the same calendar week as the holiday.
- H. Part-time staff employees are not eligible to receive paid holiday benefits.

3.3 VACATION-FULL-TIME STAFF

- A. All vacation days must be used within the same fiscal year. (July 1—June 30)
- B. Staff employees are eligible to earn paid time off at the start of employment. These days must be used prior to the beginning of the next fiscal year

- C. An employee earns vacation time as of the 16th day for each month they work. The maximum amount of vacation days earned is based upon their length of service. The following chart outlines the amount of time earned each month.

Length of Service	Amount of Time Earned per Month	Maximum Number of Vacation Days per Year
At the start of employment	.83 of a day and based on the month employment started	5 days
1 st -4 th fiscal year	.83 of a day	10 days
5 th -9 th fiscal year	1.25 days	15 days
10 th fiscal year +	1.66 days	20 days

- D. All vacation requests are subject to a supervisor's approval and should be submitted for approval at least two weeks in advance. Supervisors have the right to approve or deny vacation requests based on the needs of the department. An employee's supervisor(s) must also approve changes in scheduled vacation leave.
- E. A used vacation day is equivalent to 1.00 day for employees on a five-day workweek and 1.25 days for employees on a four-day workweek.
- F. Unused vacation time cannot be carried over to the next fiscal year and will not be compensated except in cases of resignation or termination. The number of days compensated at the time of separation is based on the number of days earned, but not used at the time of the separation from the University.
- G. If an employee separates from the University and has used or been compensated for unearned vacation time, a deduction for the time taken but not earned will be reflected in their final paycheck.
- H. An employee who is on an approved leave of absence may use any earned vacation towards their paid time for leave.
- I. An employee who is on an unpaid leave of absence other than those covered under FMLA or VESSA will not earn vacation time during the unpaid leave.
- J. It is the responsibility of the employee and manager to maintain a written record of available and used vacation days. The Payroll Department will provide a list of employees and available personal days to the manager at the beginning of the fiscal year. The employee should confirm the number of available days with their manager and is responsible to confirm vacation balances and usage with the manager throughout the fiscal year. If there is a discrepancy, the manager will contact the Payroll Department, who maintains official documentation of employee time away from work.
- K. It is the responsibility of the employee and supervisor to submit an accurate record of the vacation days used on the *Time Away From Work* form. Falsification

or failure to submit records may result in appropriate disciplinary action up to and including immediate termination.

3.4 VACATION-FULL-TIME FACULTY

- A. Vacation for full-time faculty employees encompasses days in which the University is closed and the fifth quarter not inclusive of one's academic agreement.
- B. The Academic Calendar determines the faculty vacation schedule.
- C. Faculty employees with an 11-month academic agreement are granted, one week of vacation in addition to the vacation granted to faculty with a 10-month academic agreement.
- D. Faculty employees with a 12-month academic agreement are granted two weeks of vacation in addition to the vacation granted to faculty with a 10-month academic agreement.
- E. Vacation days for faculty employees in a 10-month academic agreement will not be officially recorded
- F. Faculty employees with an 11-month or 12-month academic agreement must submit a written record of vacation time to the Payroll Department.

3.5 PERSONAL DAYS—FULL-TIME EMPLOYEES

- A. Personal days are defined as time away to accommodate unexpected personal matters. This may include, but is not limited to: care of child, spouse, or parent in accordance with an FMLA or VESSA leave, an event that occurs the day of the absence such as a flood or fire, travel delay due to weather, or car trouble, or an event that is unexpected, but planned such as time to attend a funeral that is not covered by the bereavement leave policy.
- B. All new employees will be eligible for paid personal time off at the beginning of the fiscal year following their hire date.
- C. At the beginning of the fiscal year following the hire date and for each year of employment through the fourth year of employment, employees are eligible for two personal days.
- D. At the beginning of the fifth fiscal year of employment and for each year of employment thereafter, employees are eligible for four personal days.
- E. A personal day is equivalent to 1 .25 days for employees on a four-day workweek.

- F. Unused personal time is neither accrued nor compensated.
- G. Employees are responsible to report the use of personal time as soon as reasonably possible. Notification should be made by voice contact. Texts and emails are not considered acceptable modes of communication.
- H. Personal days can be used consecutively, but cannot be taken in conjunction with vacation time, unless it is in accordance with an FMLA or VESSA approved absence or for bereavement leave.
- I. It is the responsibility of the employee and manager to maintain a written record of available and used personal days. The Payroll Department will provide a list of employees and available personal days to the manager at the beginning of the fiscal year. Employees are responsible to confirm the balance and usage with the manager throughout the fiscal year.

3.6 DISCRETIONARY TIME FOR PART-TIME FACULTY

- A. Part-time faculty are eligible for one day of paid leave per fiscal year upon the third quarter of part-time teaching.
- B. Discretionary time may be taken for personal illness or unexpected personal reasons.
- C. A part-time faculty employee is responsible for notifying his/her supervisor of a planned or unplanned absence as soon as possible.
- D. Unused discretionary time will not be reimbursed in the event of resignation or termination.
- E. Senior Adjunct Faculty are eligible for paid personal time in accordance with their length of service date.

3.7 SHORT-TERM DISABILITY LEAVE FULL-TIME EMPLOYEES

ELIGIBILITY

- A. At the first day of employment, all full-time employees are eligible for five days of short-term disability leave.
- B. At the beginning of the second fiscal year, all full-time employees are eligible for 10 days of short-term disability leave.
- C. At the beginning of the third fiscal year, all full-time employees are eligible for 22

days of short-term disability leave at 100% pay and 50 days of short-term disability leave at 60% pay.

- D. At the beginning of the fifth fiscal year, all full-time employees are eligible for 50 days of short-term disability leave at 100% pay and 22 days of short-term disability leave at 60% pay.

POLICY

- A. Employees may use the first five short-term disability days to care for themselves while ill or injured or for the care of their child. Short-term disability leave beyond the first five days is subject to management approval.
- B. A supervisor may request a doctor's note for any absence beyond the first five short term disability days and/or after an absence of three consecutive days.
- C. Employees must follow the procedures for reporting a short term disability absence per the guidelines and expectations established by the department manager. Notification should be made by voice contact. Texts and emails are not considered acceptable modes of communication.
- D. The Office of Human Resources will determine whether an employee absence or leave is FMLA or VESSA protected.
- E. Absence without notice for two consecutive days is considered job abandonment and provides grounds for immediate termination.
- F. Excessive unexcused absences that are not protected by FMLA or VESSA Acts will result in disciplinary action. (See Policy 8.2 Attendance and Punctuality)
- G. Evidence of abuse of the short-term disability policy may result in disciplinary action up to and including immediate termination.
- H. Short-term disability leave occurring on a holiday will not be counted as short-term disability leave.
- 1. Employees will not be compensated for unused short term disability days in the event of resignation or termination.
- J. A short-term disability day is equivalent to 1.25 days for employees on a four-day workweek.
- K. Senior Adjunct Faculty are eligible for paid short-term disability leave in accordance with their length of service date.

PROCEDURE

- A. The employee is personally responsible for notifying his/her supervisor of an absence in accordance with the guidelines and expectations set for the department. Notification should be made by voice contact. Texts and emails are not considered acceptable modes of communication.
- B. Employees who have exhausted their first five short-term disability days and require use of additional days must receive management approval. This approval may require medical documentation to support the need for the absence.
- C. Absences of more than one day must be reported daily unless the employee has communicated and substantiated a specific need relative to his/her illness.
- D. The employee is responsible to inform his/her immediate supervisor of the anticipated date of return to work as soon as it is known to them.
- E. The University reserves the right to require a medical release to return to work. This release must accompany the employee upon his/her return to work. An employee cannot resume a regular work schedule without the release.
- F. Long-term disability coverage is insurance coverage purchased on a voluntary basis and does not apply to short-term disability leave or paid leave.
- G. It is the responsibility of the employee and manager to maintain a written record of available and used short-term disability days. The Payroll Department will provide a list of employees and available days to the manager at the beginning of the fiscal year. Employees are responsible to confirm the balance and usage with the manager throughout the fiscal year.

3.8 BEREAVEMENT LEAVE

A full-time employee will be granted a leave with pay for up to three working days in the event of the death of an employee's parent/legal guardian, spouse or domestic partner or child. Employees must notify their supervisor and request a bereavement leave as soon as possible so that accommodations for coverage can be made. Employees may be required to provide verification of the employee's relationship with the deceased.

3.9 JURY OR WITNESS DUTY

- A. Full-time employees serving jury duty or any employee serving as a witness on behalf of Robert Morris University shall not suffer any loss in pay. Eligible employees will be paid regular wages for time off due to jury duty or witness service on behalf of the University. Jury duty or witness pay will be calculated on the employee's base pay rate times the number of hours the employee would

otherwise have worked on the day of absence. Employees receiving a stipend or other compensation for their jury duty service are not required to reimburse the University.

- B. Employees appearing in court on their own behalf or as plaintiffs or defendants must use paid leave. If paid leave has been exhausted, then the employee must take the day(s) as unpaid.
- C. The employee is expected to report for work whenever the court schedule permits and to return to work as soon as their services are no longer needed by the court.
- D. Employees are responsible for notifying their supervisor of the impending jury duty or witness service immediately upon receipt of notice to serve. Employees should provide a copy of the summons for jury duty or subpoena for testimony, as well as proof of completion of jury duty or witness service.
- E. Employees must maintain communication with their supervisor regarding jury selection and the probable length of service.
- F. Either Robert Morris University or the employee may request that the employee be excused from jury duty if, in the University's judgment, the employee's absence would create serious operational difficulties.
- G. Paid time off will continue to accrue during the entire jury duty leave and the University will continue to provide insurance benefits for the entire length of an approved jury duty absence.

3.10 TIME OFF TO VOTE

Robert Morris University encourages employees to fulfill their civic responsibilities by voting in elections. Generally, employees should be able to find time to vote either before or after their regular work schedules. If employees do not have sufficient consecutive non-working hours while the polls are open to vote in an election during their non-working hours, the University will grant that employee sufficient time off to vote as required by state law.

Employees must request time off to vote from their supervisor and Human Resources in writing at least two working days prior to the Election Day. Advance notice enables the supervisor to schedule the necessary time off at the beginning or end of a work shift; whichever provides the least disruption to the normal work schedule.

3.11 FULL-TIME FACULTY RETIREMENT SCHEDULE

Full-time faculty members have the option to request an adjusted two-year schedule in advance of formal retirement from the University. To be eligible a faculty member must have been a full-

time employee for the immediately preceding 10 years, 55 years of age or older and currently have a “meets expectations” or above rating. The first year they will have a 75% work agreement (11 classes) with 100% salary and benefits. The second year they will have a 50% work agreement (8 classes) at 75% salary and 100% benefits. In the third year, full-time employment ceases, they will be offered benefits in accordance with COBRA, and may continue on in part-time capacity. To participate in the program, the faculty member must notify their respective Dean and/or Director of Education, meet with the Office of Human Resources to review the timeline and discuss benefits, and formalize their intentions in writing with a confirmation of the start/end date of the plan. All requests must be submitted in a reasonable amount of time to ensure adequate scheduling. Once the agreement is completed, the faculty member will submit a formal letter of resignation and meet with the Office of Human Resources to complete exit package including COBRA paperwork.

3.12 PRE-TAX TRANSIT EXPENSE BENEFIT

Robert Morris University offers a pre-tax transit expense benefit to all full-time employees and senior adjunct faculty. This program allows all enrolled eligible employees to set aside a percentage of their gross income before payroll taxes to pay for commuting on public transportation. The Transportation Equity Act stipulates that the transit card or check must be used exclusively for direct commutes from home to work and return and prohibits employees from giving, bartering, exchanging or otherwise transferring the transit card or check to another person. Failure to comply with this Act may result in disciplinary action up to and including immediate termination. Eligible employees who wish to enroll in the pre-tax transit benefit program should contact the Office of Human Resources to complete the appropriate benefit forms.

3.13 SAVINGS BONDS

Robert Morris University employees may elect to purchase a savings bond in an amount specified by the federal government at any time during their employment with the University. Employees who wish to purchase a savings bond must complete a *Savings Bond Enrollment Form* through the Office of Human Resources. The chosen amount of the savings bond will be deducted from the employee’s paycheck on a post-tax basis at a minimum of \$25 per month. Any changes to the savings bond amount and/or payroll deduction must be submitted to the Office of Human Resources via the *Employee Status Form*.

LEAVES OF ABSENCE

4.1 FAMILY AND MEDICAL LEAVE

This policy outlines the eligibility requirements, general provisions, types of leave covered, benefits during leave, employee status after leave, use of paid and unpaid leave, intermittent

leave or a reduced work schedule, certification of the serious health condition, and the procedures for a family or medical leave of absence.

ELIGIBILITY

The employee must have worked for Robert Morris University for at least 12 months and have worked for at least 1250 hours over the previous 12 months.

POLICY

A. General Provisions

1. It is the policy of Robert Morris University to grant up to 12 weeks of family and medical leave during any 12-month period to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA), 12 weeks of a leave during any 12-month period because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces in support of a contingency operation or deployment to a foreign country, or 26 weeks of leave to an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember in order to care for the service member. Leave to care for a covered servicemember is extended for up to five years after a veteran leaves service if he or she develops a service-related injury or illness that was incurred or aggravated while on covered active duty.
2. If a husband and wife both work for the University, wish to take FMLA leave, and are eligible for said leave, the husband and wife may only take a combined total of 12 weeks of leave.
3. The family or medical leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

B. Type of Leave Covered

1. The birth of a child and in order to care for that child;
2. The placement of a child for adoption or foster care, and to care for the newly placed child;
3. To care for a spouse, child, or parent with a serious health condition;
4. The serious health condition of the employee.
 - a. An employee may take leave because of a serious health condition that

makes the employee unable to perform his/her job.

- b. A serious health condition is defined as an illness, injury, impairment or any physical or mental condition that requires inpatient medical care or continuing treatment by a health care provider.
 - c. The serious health condition must result from one or more of the following: a health condition lasting more than three consecutive days, requiring continuing treatment; any period of incapacity due to pregnancy or prenatal care; any period of incapacity due to a chronic, serious health condition that continues over an extended period of time and requires visits to a health care provider (although not necessarily for each episode associated with that condition); a permanent or long-term condition for which treatment may not be effective, requiring supervision by a health care professional (examples: terminal cancer, Alzheimer's disease, stroke); and any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if left untreated, such as radiation treatment and chemotherapy.
 - d. In order to satisfy the definition of a serious health condition, the patient must visit a health care provider two times with those two visits occurring within 30 days of the beginning of the period of incapacity and the first visit must take place within seven days of the first day of incapacity. The patient may also have three consecutive, full calendar days of incapacity plus a regimen of continuing treatment. "Periodic visits" for chronic serious health conditions are defined as at least two visits to a health care provider per year.
 - e. Employees with questions about what illnesses are covered under FMLA or the University's short term disability policy are encouraged to consult with the Office of Human Resources.
 - f. The University will require an employee to provide a medical certification of the serious health condition.
 - g. If an employee takes paid short term disability time for a condition that progresses into a serious health condition and the employee requests leave as provided under this policy, the University may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.
5. The qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces in support of a contingency operation or deployment to a foreign

country. Examples include short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities to address other events which arise out of the covered military member's active duty or call to active duty status, provided that the employer and employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave. Covered active duty is defined as duty during the deployment of the member with the armed forces to a foreign country for a member of a regular component of the armed forces or duty during the deployment of the member with the armed forces to a foreign country under a call or order to active duty for a member of a reserve component of the armed forces.

6. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member, in order to care for the service member who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list, for a serious injury or illness received in the line of duty, on covered active duty in the Armed Forces that may render the member medically unfit to perform the duties of the members office, grade, rank, or rating. Leave to care for a covered servicemember is extended for up to five years after a veteran leaves service if he or she develops a service-related injury or illness that was incurred or aggravated while on covered active duty.

C. Employee Benefits During Leave

1. While an employee is on FMLA leave, the University will continue the employee's health benefits during the leave period under the same conditions as if the employee had continued to work.
2. If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the University will require the employee to reimburse the University the amount paid for the employee's health insurance premium during the leave period.
3. Health insurance coverage for dependents will continue as long as the employee remits the employee's portion of the monthly premium. If the payment is more than 30 days late, the dependent coverage may be cancelled for the duration of the leave. The University will notify the employee prior to the loss of coverage.

D. Employee Status After Leave

1. An employee who takes leave under this policy will be reinstated to the employee's former position, if available, provided the employee furnishes

medical verification of the employee's ability to perform the essential functions of the position.

2. If the employee's former position is not available, the employee will be reinstated to a position with equivalent employment benefits, salary, and other terms and conditions of employment.

E. Use of Paid and Unpaid Leave

1. If the employee has accrued or earned paid leave the employee may use the paid leave, a combination of paid and unpaid leave or take the leave as unpaid depending on the circumstances of the leave. The employee should designate his/her intentions prior to the start of the leave.
2. An employee who is taking leave because of his/her own serious health condition or for the birth of a child must use short term disability time while under the care of a doctor. The employee may use vacation or personal time upon the exhaustion of short-term disability leave or at the time of a release to return to work (for an employee following the birth of a child) or take the remainder of the leave as unpaid. For the serious health condition of a family member, an employee may use paid vacation or personal leave or take the leave as unpaid.
3. An employee who is taking leave for the adoption or foster care of a child may use paid vacation or personal leave or take the leave as unpaid.
4. For servicemember family leave, the employee who is taking leave should follow the applicable rules for his/her own serious health condition. For qualifying exigency leave the same rule applies as if the employee left to care for a family member or for the birth or placement of a child.

F. Intermittent Leave or a Reduced Work Schedule

1. An employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently, or under certain circumstances may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks over a 12-month period.
2. The University may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule for leave for the employee or employee's family member that is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.
3. For the birth, adoption, or foster care of a child, the University and the

employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption, or foster care of a child must be taken within one year of the birth or placement of the child.

4. The employee should attempt to reach an agreement with the University before taking intermittent leave or working a reduced hour schedule. The University may require certification of the medical necessity of the leave and/or schedule.

G. Certification of the Serious Health Condition

1. The University may ask for certification of the serious health condition. The employee should respond to such a request within 15 days of the request, or provide a reasonable explanation for the delay. Failure to provide certification may result in denial of the leave. Medical certification may be provided by using the *Medical Certification Form*. For a servicemember, the University may require the certification to confirm the covered family member has a qualifying injury (i.e. incurred in the line of duty while on covered active duty), to confirm “medical necessity” for servicemember family leave required on an intermittent basis
2. Certification of a serious health condition shall include: the date when the condition began, its expected duration, and a brief statement of treatment. For medical leave for the employee’s own medical condition, the certification must also include a statement that the employee is unable to perform the essential functions of the employee’s position. For a family member who is seriously ill, the certification must include a statement that the patient, the family member, requires assistance and that the employee’s presence would be beneficial or desirable.
3. If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include dates and the duration of treatment as well as a statement of medical necessity for taking intermittent leave or working a reduced schedule.
4. If the University deems a medical certification to be incomplete or insufficient, the University will specify in writing what information is lacking, and give the employee seven calendar days to cure the deficiency.
5. The University reserves the right to ask for a second opinion if it has reason to doubt the certification. The University will pay for the employee to get a certification from a second doctor, which the University will select, if necessary. The University will require the opinion of a third doctor to resolve a conflict between the original certification and the second opinion. The University and the employee will mutually select the third doctor and the

University will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

6. For ongoing medical conditions, the University can request recertification of the condition every six months in conjunction with an absence.

PROCEDURE

- A. All employees requesting leave under this policy must provide notice of the needed leave to their immediate supervisor or the Office of Human Resources. The supervisor and the Office of Human Resources will facilitate completion of the FMLA Designation Form.
- B. The University will provide individual notice of rights and obligations to each employee requesting leave within five business days.
- C. Employees are required to submit a formal request for family or medical leave to their supervisor at least 30 days prior, or as soon as possible in advance, to the beginning date of leave. If it is not possible to give 30 days notice, the employee must give as much notice as practicable. An employee who is to undergo planned medical treatment is required to make a reasonable effort to schedule the treatment in order to minimize disruptions to the University's operations.
- D. If the family or medical leave requires intermittent leave or a reduced schedule, the employee may be required by their supervisor to arrange a particular schedule or to reschedule appointments or treatments, subject to the consent of the health care provider.
- E. If an employee fails to provide 30 days notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date the employer receives notice.
- F. Employees may be required to provide medical certification supporting the need for family or medical leave and periodic reports during family or medical leave regarding the employee's status and intent to return to work.
- G. The University will notify the employee within five business days in writing or orally (to be confirmed in writing by no later than the employee's next regular payday), whether or not the leave will be designated as FMLA leave.
- H. Employees who exhaust paid time away from work under the FMLA policy will have to take the balance of time as unpaid leave. This policy allows for partial- or full-day payroll deductions for unpaid FMLA leave for all employees based on the type and scope of the leave.

- I. The employee will be required to provide a release to return to work. The University may require that the documentation specifically address the employee's ability to perform the essential functions of the employee's job. Where reasonable job safety concerns exist, an employer may require a fitness-for-duty certification before an employee may return to work when the employee takes intermittent leave.
- J. If the employee does not return at the end of the leave period or notifies the University of their intent not to return, the employee will be administratively terminated.
- K. Leave for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA leave.
- L. Long-term disability coverage is insurance coverage purchased on a voluntary basis and does not apply to short-term disability time or paid FMLA leave.

4.2 VICTIMS' ECONOMIC SECURITY AND SAFETY ACT

This policy outlines the eligibility requirements, general provisions, benefits, use of paid and unpaid leave, intermittent or a reduced work schedule, certification, and the procedures for a leave of absence in compliance with the state Victims' Economic Security and Safety Act (VESSA) for employees or employee family members who are victims of domestic or sexual violence.

POLICY

A. General Provisions

- 1. To grant up to 12 weeks of unpaid leave during any 12-month period to employees, in accordance with the Victims' Economic Security and Safety Act (VESSA).
- 2. The leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstance of the leave, the availability of paid time and as specified in this policy.

B. Type of Leave Covered

- 1. To seek medical attention for, or recovery from, physical or psychological injuries caused by domestic or sexual violence to the employee or employee's family or household member, which is defined as a spouse, parent, child, or persons jointly residing in the same household, persons related by blood or by present or prior marriage and persons who share a relationship through a son or daughter;

2. Obtain victim services for the employee or employee's family or household member;
3. Obtain psychological or other counseling for the employee or the employee's family household member;
4. Participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence;
5. Seek legal assistance to ensure the health and safety of the victim, including participation in court proceedings related to the violence.

C. Employee Benefits During Leave

1. While an employee is on leave, the University will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. The employee must meet the eligibility for those benefits prior to the leave.
2. If the employee chooses not to return to work for reasons other than the circumstances outlined in this policy, the condition of the employee or the employee's family member or a circumstance beyond the employee's control, the University will require the employee to reimburse the University the amount paid for the employee's health insurance premiums during the leave period.
3. Health insurance coverage for dependents will continue, so long as the employee remits the employee's portion of the monthly premium in a timely manner. If the payment is more than 30 days late, the dependent health care coverage may be dropped for the duration of the leave. The University will provide 15 days notification prior to the employee's loss of coverage.

D. Employee Status After Leave

1. An employee who takes leave under this policy will be reinstated to the employee's former position, if available.
2. If the employee's former position is not available, the employee will be reinstated to a position with equivalent employment benefits, salary, and other terms and conditions of employment.

E. Use of Paid and Unpaid Leave

1. If the employee has accrued or earned paid leave the employee may use the

paid leave, a combination of paid and unpaid leave, or take the leave as unpaid depending on the circumstances of the leave. The employee should designate his/her intentions prior to the start of the leave.

2. An employee who is taking leave because of the employee's own medical condition may use short-term disability time while under the care of a doctor. They may use vacation or personal time upon the exhaustion of short-term disability leave or at the time of a release to return to work or take the remainder of the leave as unpaid.
3. An employee who is taking leave for reasons other than those covered by the established short-term disability policy may use paid vacation or personal leave or take the leave as unpaid.
4. An employee who is taking leave to care for a family member may use paid vacation or personal leave or take the leave as unpaid.
5. The 12-week VESSA leave cannot be taken in addition to the unpaid leave permitted by the federal Family and Medical Leave Act (FMLA). VESSA leave will run concurrently with FMLA leave.

F. Intermittent Leave or a Reduced Work Schedule

1. An employee may take VESSA leave in 12 consecutive weeks, may use the leave intermittently, or under certain circumstances may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks over a 12-month period.
2. The University may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, for leave for the employee or employee's family member that is foreseeable and for planned medical treatment, including recovery time.
3. If the employee is taking leave for a medical condition or because of a medical condition of a family member, the employee should try to reach agreement with the University before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary. The University may require certification of the medical necessity.

G. Certification

1. The University may ask for certification of the VESSA leave, which states that the employee or the employee's family or household member is a victim

of domestic or sexual violence. An employee may satisfy such a certification requirement by providing a sworn statement of the employee and the following:

- a. documentation from a victim services organization, attorney, member of the clergy, or medical or other professional from whom the employee or the employee's family or household member has sought assistance;
 - b. a police or court record;
 - c. other corroborating evidence
2. The employee should try to respond to such a request within an appropriate time frame, or provide a reasonable explanation for the delay.
 3. Request for certification must be made in writing as part of the employer response to employee request for leave.
 4. Certification of a medical condition shall include: the date when the condition began, its expected duration, and a brief statement of treatment.

PROCEDURE

- A. All employees requesting leave under this policy must provide verbal notice with an explanation of the reason(s) for the needed leave to their immediate supervisor or the Office of Human Resources. The immediate supervisor and the Office of Human Resources will facilitate completion of the VESSA Designation Form.
- B. The University will provide individual notice of rights and obligations to each employee requesting leave within two business days or as soon as practicable. For employees on intermittent or recurring leave for the same incident this notice will be provided every six months.
- C. When an employee plans to take leave under this policy, the employee must give the University 48 hours' advance notice. If it is not possible to give 48 hours' notice, the employee must give as much notice as practicable.
- D. If the leave requires intermittent leave or a reduced schedule, the employee may be required by their supervisor to arrange a particular schedule or to reschedule appointments or treatments, subject to the consent of the health care provider.
- E. Employees may be required to provide certification supporting the need for leave and periodic reports during VESSA leave regarding the employee's status and intent to return to work.
- F. If the employee does not return at the end of the leave period or notifies the

University of their intent not to return, the employee will be administratively terminated.

- G. The University will maintain the confidentiality of all information pertaining to the use of VESSA leave, notice of an employee's intention to take VESSA leave, and certification provided by the employee.

4.3 MILITARY LEAVE

The University observes all federal and state laws regulating absence from work for military service, military leave benefits, and reemployment rights. This policy outlines the procedures for a military leave of absence in compliance with the Uniformed Services Employment and Reemployment Act (USERRA) and the Veterans' Benefit Improvement Act of 2004 (VBI). It applies to all Robert Morris University employees who are members of the U.S. Armed Services, including the Coast Guard, the commissioned corps of Public Health Service, and the National Guard (when engaged in active duty for training, inactive duty for training, or full-time National Guard duty).

A. Short-Term Military Leave

1. If an employee is required to participate in military service or services are required as a result of civil disorder or other emergency, the employee will be granted a maximum of 10 working days within a 12-month time period to fulfill these obligations.
2. Employees on short-term military leave are fully eligible for all benefits and the University will continue benefit coverage.
3. Length of service will continue to accrue during the leave of absence.

B. Extended Military Leave

1. Any full-time employee that is drafted or called to active duty in the Armed Forces or volunteers for military service that requires more than 10 days of absence, will be placed on extended military leave without pay.
2. An employee must use any vacation or personal time to cover the extended military leave of absence for days in excess of the 10 allotted days provided under short-term military leave.
3. Individuals on active duty may elect to use the military health care system or may continue existing health benefits at a cost of 100% of the full premium for up to 24 months. Upon return from military leave, individuals are entitled to reenroll in the University's health benefits without any waiting period.
4. Length of service will continue to accrue during the extended military leave of

absence.

C. Family Military Leave

1. Employees with a spouse or parent on a federal or state deployment are allowed to take up to 30 days of leave. Employees may also take leave in concert with the Family Medical Leave Act for a qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation, or to care for a spouse, son, daughter, parent or next of kin who is a covered servicemember in order to care for the service member. The leave may be paid, unpaid, or a combination of paid and unpaid leave.
2. The employee must have worked for Robert Morris University for at least 12 months and have worked for at least 1,250 hours over the previous 12 months to be eligible for family military leave.
3. An employee requesting a family military leave must submit a written notice of the leave to his/her supervisor. If the leave will be longer 5 days in length the notice must be submitted at least 14 days before the leave or as soon as is possible based on the notice.
4. Length of service will continue to accrue during the family military leave of absence.

PROCEDURE

A. Request for Military Leave of Absence

1. Employees must notify their supervisor of their military obligation as soon as they are aware of the requirement. The employee or his or her designated representative should provide a copy of the official military orders or other supporting documentation to indicate that the employee is entering military duty.
2. An employee on a military leave of absence must arrange to remit any and all dependent coverage premiums in order for the coverage to continue.

B. Reinstatement

1. Upon return from a military leave of absence, reinstatement of an employee is subject to the applicable federal and state laws, as well as the procedures set forth in the policy.
2. To be eligible for reemployment rights, an employee must have been issued an honorable discharge.

3. The University will act in good faith to reinstate employees returning from a leave of absence to their former position. If the employee's former position is not available, the employee will be reinstated to a position with equivalent employment benefits, pay, and other terms and conditions of employment.
4. An employee is responsible to return to work or submit an application for reemployment according to federal guidelines and based upon the length of military service. If an employee fails to do so the employee may be subject to termination.
5. The University is not required to reemploy an employee following military leave if the position and/or function has been eliminated or if such reemployment would impose an undue hardship.

4.4 PERSONAL LEAVE

Full-time employees may be eligible for a personal leave of absence after completing one year of full-time employment.

- A. Personal Leave is an unpaid leave of absence limited to 10 consecutive working days that are not otherwise covered by the FMLA or VESSA Acts.
- B. An employee seeking a personal leave of absence must use any and all appropriate paid leave time prior to seeking unpaid leave.
- C. The University will continue health insurance coverage for an employee on an approved personal leave of absence. Health insurance coverage for dependents will continue if the employee remits the monthly premium.
- D. Length of service will continue to accrue during a personal leave of absence.
- E. An employee on a leave of absence will not be compensated for holidays.

Request for Personal Leave of Absence

1. An employee requesting a personal leave of absence must submit a written request to his/her supervisor, subject to the approval of the appropriate Vice President.
2. An employee on a personal leave of absence must arrange to remit any and all dependent coverage premiums in order for the coverage to continue.
3. Any employee who does not return to work according to the arrangement made with the University may be subject to termination.

4.5 FACULTY EDUCATION LEAVE

Full-time faculty, who have completed a minimum of two years of consecutive full-time employment, may be granted an educational leave of absence to pursue an advanced degree, engage in discipline-specific research, or gain industry-specific experience.

- A. The educational leave of absence must warrant extended time off that cannot otherwise be accommodated by a flexible teaching schedule.
- B. A faculty member seeking an educational leave of absence must use any and all paid leave time prior to seeking unpaid leave.
- C. The University will continue health insurance coverage for an employee on an approved leave of absence. Health insurance coverage for dependents will continue if the employee remits the employee's portion of the monthly premium.
- D. Length of service will continue to accrue during a leave of absence.
- E. An employee on a leave of absence will not be compensated for holidays.

Request for Faculty Education leave of Absence

1. Full-time faculty interested in a temporary leave of absence must submit a written request to their respective Dean and/or Director of Education. Approval will be granted by the Dean and/or Director of Education and Provost. Approval is contingent upon the needs of the University and the respective department in which the employee works.
2. A full-time faculty member on a temporary educational leave of absence must arrange to remit any and all dependent coverage premiums in order for the coverage to continue.

Reinstatement

1. The University will act in good faith to reinstate an employee returning from an educational leave of absence to their former position. If the employee's former position is not available, the employee will be reinstated to a position with equivalent employment benefits, pay, and other terms and conditions of employment.
2. Any employee who does not return to work according to the arrangement made with the University may be subject to termination.

PROFESSIONAL DEVELOPMENT

5.1 CONTINUING EDUCATION TUITION ASSISTANCE

All full-time Robert Morris University employees who have completed two years of full-time employment and who are currently enrolled in the continuing education assistance program may be eligible for tuition assistance for coursework taken at the graduate level.

- A. The course of study must be related and support the employee’s current position or professional development as it relates to the needs of the University.
- B. Financial reimbursement for continuing education costs are subject to the approval of the employee’s immediate supervisor and respective Vice President.
- C. Employees must have earned a “Meets Expectations” on their most recent performance appraisal in order to be eligible to apply for tuition assistance.
- D. Employees currently on probation will be ineligible for tuition assistance.
- E. Reimbursement will be granted based upon the employee’s academic achievement.

Grade Earned	Reimbursement %
A	100%
B	75%
C	50%
U or Below	None
Pass (Pass/Fail)	75%

- F. Financial assistance will only apply to the cost of tuition. Fees, such as room and board, books, and any late fees or installment payment fees will not be reimbursed.
- G. Reimbursement will not be granted for credit received for “life experience.”
- H. The maximum amount of tuition reimbursement per each approved employee for the 2010-2011 fiscal year (July 1, 2011— June 30, 2012) is \$3,000.
- I. An employee receiving tuition assistance in excess of \$5,250 within a calendar year (January 1 - December 31) will be taxed on the excess amount in accordance with IRS guidelines.
- J. Employees who remain full-time employees for one year following the last date of the tuition reimbursement payment will meet the tenets of the *Promissory Note*.
- K. In the event an employee separates from the University prior to the end of the

one-year time period, the employee is required to reimburse the University for any outstanding tuition agreements.

PROCEDURE

Tuition Assistance Application

- A. Employees who are currently enrolled in the continuing education assistance program and are requesting approval must complete the *Continuing Education Tuition Assistance Application*. The application must include a copy of the course(s), program description, and tuition costs. This form should be completed at the start of every semester or quarter.
- B. The employee must seek all available forms of gift aid.
- C. The University's approval of the request is contingent upon the approval of the employee's immediate supervisor and respective Vice President.
- D. All accepted applications will be kept in the employee's personnel file.

Tuition Reimbursement Request

- A. Upon completion of the course(s), the employee must submit the *Tuition Assistance Agreement, Promissory Note*, check request, grade report copy and proof of payment to his/her direct supervisor and Vice President for approval.
- B. The supervisor must submit the approved paperwork to Human Resources.
- C. The Office of Human Resources will submit the approved paperwork to the Accounting Department for direct payment to the employee.

5.2 ROBERT MORRIS UNIVERSITY TUITION WAIVER

This policy outlines the eligibility requirements and procedures for full-time staff employees or part-time faculty who wish to attend Robert Morris University.

ELIGIBILITY

- A. Full-time employees are eligible to use the benefit for (a) undergraduate coursework after they have completed one year of employment or (b) graduate coursework after they have completed 90 days of employment.
- B. Part-time faculty who have taught at least five courses in the past year are eligible to use the benefit for undergraduate or graduate coursework. In order to remain eligible faculty must teach a minimum of one course per year.

- C. Employees must have earned a “Meets Expectations” on their most recent performance appraisal in order to be eligible to apply for the Tuition Waiver.
- D. Employees currently on probation will be ineligible to apply for Waiver.
- E. Employees must meet all RMU admission requirements and financial requirements as listed in the Free Application for Federal Student Aid (FAFSA).
- F. New students are eligible to start the benefit in the Summer II or Fall terms. Continuing or returning students are grandfathered into the program and can return at any time.
- G. Enrollment in a course or degree program will be granted based on availability once all tuition-paying students have been enrolled and scheduled.
- G. Employees applying to use the benefit towards coursework in the Institute of Culinary Arts must receive approval from the Executive Director of RMU Culinary.
- I. Employees applying to the Graduate School must contact the Dean or Director of the Graduate School to use the Tuition Waiver towards graduate coursework.
- J. Once part-time faculty meet the eligibility requirement of teaching five courses in a year, they can continue to participate in the benefit as long as they have taught one course in the previous year.
- K. If an employee’s employment relationship with the University ends, the tuition waiver benefit will be applied through the end of the current quarter in which they are enrolled. The employee will be held financially responsible for all costs of tuition for any subsequent quarters they are enrolled.

PROCEDURES

- A. Employees must apply for admission or readmission through the Admissions Department in the same manner as all other applicants. This may include submission of an application, transcripts, test scores, and letters of recommendation.
- B. The application fee will be waived for eligible employees who apply to the University.
- C. In addition to an application and University transcript, employees applying to the Graduate School may need to submit letters of recommendation or participate in additional testing as required.
- D. Upon receipt of the acceptance letter from the Admissions Department of admission or readmission, the employee must complete the *Tuition Waiver*

Registration Form. The form is posted on the Employee Guide on Blackboard. A copy of the student's acceptance letter must be attached to the form.

- E. All employees seeking their first undergraduate degree must file a FAFSA. The form can be completed online without RMU's school code to ensure confidentiality. Upon completion of the form, the employee must bring the results (EFC) to the Financial Services Advisor. This will enable the University to collect all applicable grants.
- F. Once the form is completed, the Office of Human Resources will verify all eligibility requirements and a copy of the form will be placed in the employee's personnel file. The employee must then submit the original form to Student Information for processing.
- G. The *Tuition Waiver Registration Form* must be submitted to the Student Information Department by the Wednesday of week six (6), prior to the start of the quarter in which the employee will take classes. Forms that are submitted after the Wednesday of week six (6) will not be accepted and the employee will be responsible for the tuition for that quarter. The dates of completion are located on the bottom of the registration form.
- H. A Robert Morris University student who becomes a full-time employee and receives the tuition waiver is responsible to communicate the status change to Financial Services.
- I. The course fees after the application of the Tuition Waiver are as follows:

Schedule for Tuition Waiver Fees (all prices are per course unless noted)						
Type of Course:	Undergraduate courses	Surcharge – Culinary, Nursing, Surgical Tech (per quarter)	MIS Courses	MBA Courses	MM: HEA Courses	MM: HCA Courses
Individuals without a Bachelor's:						
No FAFSA	\$7200/quarter	\$300	ineligible	ineligible	ineligible	ineligible
FAFSA Completed	\$300	\$300	ineligible	Ineligible	ineligible	ineligible
Individuals with a previous Bachelor's or Master's:						
FAFSA is optional	\$300	\$300	\$500	\$800	\$350	\$500 Alumni \$1000 non-Alumni

- J. Employees seeking their first undergraduate degree will be responsible to pay a non-refundable fee of \$300 per course. Culinary-related courses in the Institute of Culinary Arts and courses in the Nursing and Surgical Technology programs will require payment of an additional quarterly non-refundable fee of \$300.

Employees who already have a bachelor's degree will be responsible to pay a non-refundable fee of \$300 per undergraduate course, \$800 for an MBA course, or \$500 for an MIS course. Employees who started in the Master's of Management programs prior to the start of the 2011-2012 fiscal year, will continue to pay the per course fee based on the agreement made when they started their respective programs.

- K. Employees who are eligible for grants can apply the funds to tuition fees and program surcharges. Any grant funding will be applied to the student's account. Individuals must meet with a Financial Services Advisor to accept financial aid and establish a payment agreement for any charges that will not be covered by financial aid. Non-FAFSA filers must pay balances with cash, check, credit card or money order, Individuals must meet with a Financial Services Advisor to arrange a payment agreement to divide tuition fees into monthly amounts.
- L. Employees who fail to file to accept or renew financial aid or who fail to pay the course or surcharge fees may be placed on financial clearance.
- M. Employees who are enrolled in graduate school courses with a tuition waiver in excess of \$5,250 within a calendar year (January 1 - December 31) will be taxed on the excess of that amount according to IRS guidelines.
- N. All bookstore materials must be paid for at the time of purchase.
- O. Employees enrolled in classes or an academic program at Robert Morris University must continue to work the required number of work hours and attend classes outside of their work schedule.
- P. The employee's immediate supervisor must approve any course schedule that might interfere with an employee's normal work schedule.
- Q. It is the employee's responsibility to regularly communicate with his/her assigned Program Director or Student Advisor regarding enrollment status, academic progress, and degree completion.
- R. The University reserves the right to limit the number of employees in a particular class; therefore, even if the employee is accepted into the program, the University does not guarantee a seat in every class.
- S. The University reserves the right to request that employees declare their academic intentions for future quarters. This would include submitting documentation relative to the number of courses to be taken. Employees will be given written notice of this request.

5.3 PROFESSIONAL ORGANIZATION MEMBERSHIP, CONFERENCES, WORKSHOPS, and/or CERTIFICATION

- A. The University will provide financial reimbursement for fees associated with membership in a professional organization, and/or expenses associated with attending a professional conference or workshop, or obtaining or maintaining professional certification within one's field or discipline subject.
- B. Subject to supervisory approval, the University will cover the expenses associated with attending a professional conference or workshop such as the cost of the conference or workshop, travel, meals, and housing.
- C. Employees must have earned a "Meets Expectations" on their most recent performance appraisal in order to be eligible to apply for financial support for professional development activities.
- D. Any employee currently on probation will be ineligible to apply for financial support for professional development activities.
- E. Employees must submit the *Professional Development Request Form* to their immediate supervisor to obtain approval for financial assistance for a professional development activity or for fees and expenses associated with a membership in a professional organization, conference, workshop, or certification.
- F. Financial reimbursement for fees associated with professional certification and required continuing education must be related and support the employee's current position or professional development as it relates to the needs of the University. Fees eligible for reimbursement may include the cost of the proficiency or qualifying examination, cost for any preparation course or workshops, and costs associated with the requirements for maintaining one's professional certification including certification renewal costs and/or continuing education units.
- G. Reimbursement can be requested upon completion of the preparatory course, continuing education units, or receipt of a professional certification or license.
- H. Managers are responsible for submitting the *Professional Development Request Forms* to the Office of Human Resources for the employee's personnel file.

FAMILY FRIENDLY PROGRAMS

6.1 ROBERT MORRIS UNIVERSITY TUITION GRANT

This policy outlines the eligibility requirements and procedures for the application and administration of the Robert Morris University Tuition Grant for an employee's spouse or child.

ELIGIBILITY

- A. Full-time employees are eligible after they have completed one year of employment.
- B. Part-time faculty who have taught at least five courses in the past year are eligible to use the benefit for graduate coursework. In order to remain eligible faculty must teach a minimum of one course per year.
- C. Employees must have earned a “Meets Expectations” on their most recent performance appraisal in order to be eligible to apply for the tuition grant.
- D. Employees currently on probation will be ineligible to apply for the tuition grant.
- E. Employee’s family members must meet all admission and financial requirements as listed in the current Free Application for Federal Student Aid (FAFSA).
- F. A family member is defined as a spouse of the employee or a dependent who was born to or adopted by the parent or a step-child residing in the home. The employee will be required to provide a copy of the birth certificate, adoption paperwork or top portion of the income tax return which outlines exemption information in order to qualify the dependent for the benefit.
- G. New students are eligible to start the benefit in the Summer II or Fall terms. Continuing or returning students are grandfathered into the program and can return at any time.
- H. Enrollment in a course or degree program will be granted based on availability once all tuition-paying students have been enrolled and scheduled.
- I. A spouse or child who is applying to the Graduate School must contact the Dean or Director of the Graduate School to use the tuition grant towards coursework in a graduate program.
- J. A spouse or child may enroll in undergraduate or graduate coursework on a full- or part-time basis. The spouse or child of a part-time faculty member may only use the tuition grant benefit for graduate coursework. The spouse or child of a Senior Adjunct Faculty member may use the benefit for undergraduate or graduate coursework.
- K. Once part-time faculty meet the eligibility requirement of teaching five courses in a year, their spouse or dependent can continue to participate in the benefit as long as they have taught one course in the previous year.
- L. If the sponsoring employee terminates employment with the University, the tuition grant for the employee’s family member will be applied through the end of

the current quarter in which they are enrolled. The employee and family member will be held financially responsible for all costs of tuition for any subsequent quarters they are enrolled.

PROCEDURES

- A. The employee's family member must apply for admission or readmission to Robert Morris University.
- B. The application fee will be waived for all eligible employees' family members who apply to Robert Morris University.
- C. In addition to an application and University transcript, the family member applying to the Graduate School may need to submit letters of recommendation or participate in additional testing as required.
- D. Upon receipt of the acceptance letter from the Admissions Department of admission or readmission, the sponsoring employee and family member must complete the *Tuition Grant Student Registration Form*. The form is located in the Forms section of the Employee Guide. A copy of the acceptance letter must be attached to the form.
- E. All RMU family members seeking their first undergraduate degree must file a FAFSA. The form can be completed online without RMU's school code to ensure confidentiality. Upon completion of the form, the spouse or dependent must bring the results (EFC) to the Financial Services Advisor.
- F. Once the form is completed, the Office of Human Resources will verify all eligibility requirements and a copy of the form will be placed in the employee's personnel file. The employee must then submit the original form to the Student Information Department for processing.
- G. The *Tuition Grant Student Registration Form* must be completed and submitted to the Student Information Department each quarter. The form must be submitted by the Wednesday of week six (6) prior to the start of the quarter in which the family member will take classes. Forms that are submitted after the Wednesday of week six (6) will not be accepted and the employee or family member will be responsible for the tuition for that quarter. The dates of completion are located on the bottom of the registration form.
- H. The course fees after the application of the Tuition Grant are as follows:

Schedule for Tuition Grant Fees (all prices are per course unless noted)						
Type of Course:	Undergraduate courses	Surcharge – Culinary, Nursing, Surgical Tech (per quarter)	MIS Courses	MBA Courses	MM:* HEA Courses	MM:* HCA Courses
Individuals without a Bachelor's:						
No FAFSA	\$7200/quarter	\$300	ineligible	ineligible	ineligible	ineligible
FAFSA Completed	\$500	\$300	ineligible	Ineligible	ineligible	ineligible
Individuals with a previous Bachelor's or Master's:						
FAFSA is optional	\$500	\$300	\$1000	\$1000	\$350	\$500 Alumni \$1000 non-Alumni

- I. An employee's spouse or child seeking their first undergraduate degree will be responsible to pay a non-refundable fee of \$500 per course. Culinary-related courses in the Institute of Culinary Arts and courses in the Nursing and Surgical Technology programs will require payment of an additional quarterly non-refundable fee of \$300. Students who already have a bachelor's degree will be responsible to pay a non-refundable fee of \$500 per undergraduate course and \$1000 per graduate course. Dependents who started in the Master's of Management programs prior to the start of the 2011-2012 fiscal year, will continue to pay the per course fee based on the agreement made when they started their respective programs.
- J. Students who are eligible for grants can apply the funds to tuition fees and program surcharges. Any grant funding will be applied to the student's account. Individuals must meet with a Financial Services Advisor to accept financial aid and establish a payment agreement for any charges that will not be covered by financial aid. Non-FAFSA filers must pay balances with cash, check, credit card or money order. Individuals must meet with a Financial Services Advisor to arrange a payment agreement to divide tuition fees into monthly amounts.
- K. Students who fail to file to accept or renew financial aid or who fail to pay the course or surcharge fees may be placed on financial clearance.
- L. An employee's spouse or child who is enrolled in graduate school courses will be taxed on the entire amount of the tuition grant according to IRS guidelines. The benefit is taxed based on a calendar year (January 1- December 31).
- M. All bookstore materials must be paid for at the time of purchase.
- N. Robert Morris University reserves the right to limit the number of employee dependents in a particular class at all times; therefore, even if the dependent is accepted into the program, the University does not guarantee a seat in every class.

- O. The University reserves the right to request that grant participants declare their academic intentions for future quarters. This would include submitting documentation relative to the number of courses to be taken. Employees will be given written notice of this request and will need to communicate this directive to their respective dependents.

6.2 TUITION EXCHANGE PROGRAM

This policy outlines the eligibility requirements and procedures for applying for a tuition scholarship for an employee's dependent or spouse through the Tuition Exchange Program.

ELIGIBILITY

- A. Full-time employees are eligible to use the benefit after they have completed three years of employment.
- B. Applicant must apply annually and meet all eligibility requirements.
- C. Employees must have earned a "Meets Expectations" on their most recent performance appraisal in order to be eligible to apply for the program.
- D. Employees currently on probation will be ineligible to apply for the benefit.
- E. Only one applicant per family may participate in the program per year.
- F. The employee's family member must have been accepted at a participating Tuition Exchange institution in order to apply for the scholarship.
- G. The scholarship recipient must be enrolled as a full-time student.
- H. Scholarship eligibility consideration includes but is not limited to, the number of applications, financial need, years of service, past receipt of the scholarship and relationship to the employee with a dependent being considered before a spouse.
- I. Final receipt of the Tuition Exchange Scholarship is at the discretion of the Tuition Exchange institution to which the dependent has been accepted.
- J. Dependents are eligible for a one-year scholarship and may apply for the scholarship in subsequent years.

PROCEDURE

- A. Each year the Tuition Exchange determines the amount of the scholarship award. For the 2011-2012 academic year, the scholarship amount is \$30,500. Scholarship awards are for tuition only.

- B. Only a limited number of scholarships will be awarded each fiscal year. The number of scholarships available is at the University's discretion.
- C. Applicants may only apply to participating Tuition Exchange Program institutions. For a list of participating institutions, please contact the Office of Human Resources or visit the Tuition Exchange website at www.tuitionexchange.org.
- D. Interested employees who wish to sponsor a family member must submit the *Tuition Exchange Scholarship Application* with supporting documentation by August 1, 2011 to the Office of Human Resources.
- E. Upon receipt of the scholarship award, the selected applicant will have one year to enroll and apply the scholarship towards tuition not to exceed the maximum amount of tuition approved for the year that they are enrolled.
- F. Employees whose dependents have not already received the scholarship may apply annually for consideration for the Tuition Exchange Scholarship.

EMPLOYEE RELATIONS

7.1 DISCRIMINATION AND HARASSMENT

A. Discrimination and Harassment

1. It is the policy of Robert Morris University to maintain an atmosphere that is free from illegal discrimination or harassment of any kind, including on the basis of gender, age, race, color, ethnicity, disability, national origin/citizenship status, religion, sexual orientation, veteran status, pregnancy, genetic code, or any other legally protected category in regards to all terms and conditions of employment, admissions, financial aid, athletics, housing, educational programs, activities, and any other programs and policies sponsored by the University. Harassment also may include generally abusive behavior toward others.
2. Prohibited discriminatory practices also include retaliation against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices and employment decisions based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, color, religion, national origin/citizenship status, sexual orientation, veteran status, pregnancy, genetic code, ethnic group, or individuals with disabilities.

B. Sexual Harassment

1. Title IX of the Education Amendments of 1972 and the 1980 EEOC Amendment to Title VII states that sex discrimination guidelines include sexual harassment, defining the terms as follows: unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature where:
 - a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic performance or employment;
 - b. submission or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual;
 - c. such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive academic or work environment.

2. Types of Sexual Harassment

- a. "Quid pro quo" harassment occurs when submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual.
- b. "Environmental" harassment occurs when sexual conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive academic or working environment.
- c. Federal employment guidelines stipulate that sexual harassment may include the acts of non-employees when the employer or its agents or supervisory employees knows or should have known of the conduct and fails to take immediate and appropriate corrective action.

3. Harassment in the Higher Education Environment

- a. In higher education, sexual harassment may include any unwelcome sexual advances or requests for sexual favors made by a higher education representative to a student, or any conduct of a sexual nature exhibited by a higher education representative toward a student, when such conduct has the purpose of interfering with the student's educational performance or creating an intimidating, hostile, or offensive educational environment.
- b. Sexual harassment also includes unsolicited, deliberate, or repeated sexually explicit derogatory statements, gestures, or physical contacts that are objectionable to the recipient and that cause discomfort or humiliation, when such conduct is perpetrated by students upon University employees or other students.

- c. Intentional transmission or forwarding of e-mails containing any material that is sexual, violent, or offensive in nature is a violation of this policy.
- d. Personal relationships of a romantic or sexual nature between a Robert Morris employee and student are prohibited. The working and/or academic relationships of any Robert Morris employees and students who are in a pre-existing relationship will be monitored to ensure there is no conflict in the classroom or reporting structure.
- e. Consensual romantic relationships between a supervisor and a subordinate may result in violation of the sexual harassment policy and are strongly discouraged.
- f. Faculty, staff and administrative employees are required to make their supervisors aware of any complaints of alleged harassment from students or employees. If the complaint involves one's supervisor, please contact the Office of Human Resources.
- g. University administrators who receive any complaints of alleged harassment are required to keep the identities of all parties involved confidential, except to the extent that disclosure is necessary for implementation of a resolution.
- h. The Office of Human Resources shall make a record of all reports of alleged harassment from or against employees and the Office of Student Affairs shall make a record of all reports of alleged harassment from or against students.
- i. Retaliation against any parties involved in a harassment complaint or anyone who interferes with the investigation of an alleged harassment incident will be subject to disciplinary action, up to and including immediate termination for employees or dismissal for students.
- j. Disciplinary action against the harasser or anyone who retaliates or interferes with an investigation of harassment may include corrective action up, to and including immediate termination for employees or dismissal for students.

EMPLOYEES

- A. University administrators must immediately report all alleged harassment complaints or incidents to the Office of Human Resources for employees and the Office of Student Affairs for students.

Employee Contact Person:

Vice President of Human Resources/Title IX Coordinator, Nicole Skaluba

401 S. State Street, Chicago, IL 60605 / 312-935-6688

- B. Employees who believe they are being harassed or discriminated in any way must inform their supervisor and/or the Office of Human Resources immediately. Employees have the following options for addressing a grievance, incident or experience of harassment:
 - 1. The complainant can request a meeting with a Human Resources Representative to discuss the incident, situation, evidence, and options for resolution.
 - 2. The complainant can file a formal written complaint with the Office of Human Resources.

STUDENTS

- A. Students who believe they have experienced harassment should inform the Office of Student Affairs immediately.

Student Contact Person:

Vice President of Student Affairs/Title IX Coordinator, Angela Jordan
401 S. State Street, Chicago, IL 60605 / 312-935-2002

- B. Students have the following options for addressing a grievance, incident or experience of harassment:
 - 1. The student can request a meeting with the Vice President of Student Affairs to discuss the incident, situation, evidence, and options for resolution.
 - 2. The student can file a formal written complaint with the Vice President of Student Affairs.

INVESTIGATIONS

- A. Upon receipt of a formal written complaint of harassment, the Office of Human Resources and/or the Office of Student Affairs, depending on the complainant and allegation, will promptly conduct an investigation. Upon request, employees are required to cooperate fully in any investigation. Retaliation or reprisal against anyone who reports an alleged violation of this policy or who provides information in any investigation related thereto is strictly prohibited and shall constitute a violation of this policy.
- B. Although the University cannot guarantee complete confidentiality in matters of harassment and discrimination, it will conduct its investigation in as confidential a manner as possible under the circumstances.

- C. If the investigation confirms that harassment, discrimination or other conduct in violation of this policy has occurred, the University will take prompt and effective action to ensure that the offending conduct or act(s) do not continue. Any employee found to have engaged in conduct prohibited by this policy will be subject to discipline up to and including immediate termination.
- D. An employee can request an appeal to the final decision and/or course of disciplinary action implemented through the University's Problem Resolution Program outlined in Policy 7.2 of the Human Resources Policy Guide which is located at www.robertmorris.edu or by contacting the Office of Human Resources.
- E. A student can request an appeal to the final decision and/or course of disciplinary action by following the University's Student Appeal/Grievance Process outlined in the Student Handbook located at www.robertmorris.edu or by contacting the Office of Student Affairs.
- F. It is not considered harassment, discrimination or retaliation of any sort for members of management or supervisors to enforce job performance and conduct standards in a proper and consistent manner.
- G. This policy does not create any contract rights.

Additional Contact Information

Office for Civil Rights, Chicago Office, U.S. Department of Education
111 N. Canal Street, Suite 1053, Chicago, IL 60606-7204 / (312) 886-8434

Robert Morris University: Vice President of Extra Curricular Activities and Director of Athletics/Title IX Coordinator, Megan Smith Eggert, 401 S. State Street, Chicago, IL 60605/(312)935-4533

Robert Morris University: Director of Systems Integration and Integrating Audits, Arlene Regnerus, 401 S. State Street, Chicago, IL 60605 / (312) 935-6600

7.2 PROBLEM RESOLUTION PROGRAM

The Robert Morris University Problem Resolution Program is intended to facilitate constructive resolution of employee concerns and/or problems by providing a systematic, timely, and objective review and appeal process.

- A. The University encourages each employee to seek solutions concerning disagreements arising from working relationships, working conditions, employment practices, or differences in interpretation of policy that might arise between the University and the employee. If they so choose, employees are entitled to initiate a grievance without fear of retaliation.

- B. The University's problem resolution procedure is not considered to be a legal or judicial process, but rather an internal mechanism for resolving a concern, complaint, or dispute.
- C. An employee who is uncertain about how to approach a work-related problem can consult with a Human Resources representative.
- D. Employees should make every attempt to resolve problems encountered at work informally, through discussion with other persons involved, and in the spirit of cooperation and collegiality.
- E. It is expected that all parties involved in the grievance maintain confidentiality with regards to the situation, individuals involved, and the outcomes.

PROCEDURE

- A. An employee should address any work-related problems with his/her immediate supervisor within 5 working days of the occurrence.
- B. Supervisors are expected to make their respective supervisor(s) aware of any employee grievances.
- C. If the matter is not resolved to the employee's satisfaction through informal discussion with their supervisor within five additional working days, the employee may present their grievance and request for review to the respective Vice President and/or Senior Vice President or Provost.
- D. If after 10 working days the matter is not resolved to the satisfaction of all parties involved, the matter will be referred to the Office of Human Resources.
- E. The Office of Human Resources can elect to resolve the grievance through any combination of the following resolution strategies:
 1. investigation by the Office of Human Resources;
 2. mediation meeting with the Office of Human Resources and all parties involved;
 3. grievance referred to the President's Council for review and recommended resolution.

7.3 PERFORMANCE ASSESSMENT PROGRAM

The Robert Morris University Performance Assessment Program focuses on an employee's responsibility to meet job expectations.

A. Performance Planning

At the commencement of and throughout the course of employment, the employee is responsible to meet with his/her supervisor(s) to review and discuss individual performance expectations, evaluation criteria, and individual goals. Additional insight into institutional and departmental goals is gained through Assessment Day sessions and Long Range Planning meetings.

B. Performance Assessment

1. Employees are encouraged to seek regular feedback and guidance from their supervisor(s) regarding job performance and development.
2. Employees are encouraged to attend institutional meetings on assessment and long range planning when the meetings are held at the employee's location.
3. Formal written performance appraisals are conducted two times a year for staff employees and annually for faculty. These reviews and any salary adjustments may not be consistent with an employee's anniversary date. Employees are encouraged to complete a self-review prior to their review meetings.
4. During the performance appraisal meetings, the employee and supervisor assess, discuss, and document the employee's performance results. Employees will receive one of the following ratings for their overall performance:

Exceeds Expectations: Employee consistently exceeds expectations for the role, sets a high standard of performance for his/her team members, and pushes the boundaries of the role.

High Meets Expectations: Meets or exceeds in all performance requirements and exhibits performance and behavior beyond established guidelines.

Meets Expectations: Meets all performance requirements for the job; may meet a high standard of performance for some areas.

Needs Improvement: Does not meet performance requirements for one or more areas of the job.

5. At any point in time, it may be determined that an employee's performance requires improvement to adequately fulfill his/her role responsibilities or achieve performance goals, or correct a performance/behavior problem. The manager will meet with the employee to discuss the area(s) for improvement. Every effort will be made to correct a performance problem as promptly as possible. If the employee has questions or concerns he or she is encouraged to

discuss the matter with the Provost or respective Senior Vice President. If the concern is not addressed at that time, the employee is encouraged to meet with a representative of the Office of Human Resources.

6. If an employee fails to comply with performance expectations, appropriate disciplinary action may be taken, up to and including immediate termination.
7. An employee who receives an overall performance appraisal rating of below expectations will be placed on probationary status or terminated.
8. Employees who are placed on probation are not eligible to apply for other positions within the University.
9. An employee's prior evaluations have no impact on future performance evaluations.

7.4 EMPLOYEE PROTECTION (WHISTLEBLOWER)

A whistleblower as defined by this policy is an employee or volunteer of Robert Morris University who reports, in good faith, suspected or actual activity or conduct that he/she considers to be illegal or dishonest.

If an individual has knowledge of or a concern of illegal or dishonest fraudulent activity, the individual is to contact his/her immediate supervisor or the Office of Human Resources. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures.

The university is committed to protecting individuals from retaliation by virtue of making a report under this policy and will make every effort to maintain the confidentiality of the whistleblower. It should be noted that identity may have to be disclosed to conduct a thorough investigation and to comply with the law to provide accused individuals their legal rights of defense. Any whistleblower who believes he/she is being retaliated against must contact the Office of Human Resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated and any individual who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

It is the intention of the university to take whatever action may be needed to prevent and correct activities that violate this policy. All reports of illegal and dishonest activities will be promptly investigated by the appropriate University department.

EMPLOYEE CONDUCT

8.1 STANDARDS OF CONDUCT

Robert Morris University is committed to an environment that is conducive to the highest level of professionalism, performance standards and conduct. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of prohibited actions that, if exhibited, may include result in disciplinary action up to and including immediate termination.

- A. Theft, attempted theft, or misappropriation (unauthorized storage, transfer, or use) of University or employee property.
- B. Unsatisfactory performance or conduct.
- C. Insubordination or refusal to comply with instructions or failure to perform duties that are assigned.
- D. Violation of the Attendance and Punctuality Policy (8.2) involving unscheduled absence or tardiness, including failure to report to work at the scheduled start of the work period, leaving work prior to the scheduled conclusion of the work period, and absences that exhibit a pattern or trend, as well as failure to comply with notification procedures.
- E. Failure to adhere to University or departmental safety policies or procedures, including failure to immediately report an accident on University premises involving an on-the-job injury or property damage.
- F. Possession of dangerous or deadly weapons or hazardous substances on the premises or while off premises in the performance of work related duties.
- G. Possession, use, distribution, selling, or being under the influence of narcotics, related drugs, or alcohol while on University property or while conducting University-related business. Consumption of alcohol may be approved for some business or social functions held away from University premises.
- H. Unprofessional conduct such as gambling or fighting on University premises, coercion, intimidation or threats of any kind, using abusive or insulting language, or other behavior that might otherwise interfere with the performance and/or safety of other employees, students, or visitors to the University.
- I. Unauthorized or improper use of University property, including intentional damage or destruction of University property or the property of other employees.
- J. Ordering personal items through the University to obtain discounts, utilizing the

University's tax-exempt status, or using the purchasing card for unapproved purchases is a violation of IRS laws and could jeopardize our status as a tax-exempt entity.

- K. Falsification of employment records, while applying for employment or at any time during employment.
- L. Falsification of work records and/or reports.
- M. Unauthorized circulation of petitions, solicitations, or collections.
- N. Tampering with the communication systems of the University or that of an individual employee including, but not limited to, email, Blackboard, interoffice mail, or mail delivered by the post office or other delivery service.
- O. Blatant abuse of University policy.
- P. Violation of any other University policy or procedure.
- Q. Conviction of or a plea of guilty or nolo contendere to a felony, or other crime or misconduct that, in the University's judgment, impacts the employee's ability or fitness to perform his or her job or remain employed with the University.

8.2 ATTENDANCE AND PUNCTUALITY

- A. All planned time away from work must be scheduled and approved by the employee's immediate supervisor.
- B. It is the responsibility of the employee to notify his/her immediate supervisor of the inability to report to work no later than 30 minutes before the scheduled report time. Notification should be made by voice contact. Texts and emails are not considered acceptable modes of communication.
- C. The employee is responsible for keeping his/her immediate supervisor informed on a daily basis of the anticipated date of return to work during an illness.
- D. Two consecutive days of absence without notice is considered job abandonment and provides grounds for immediate termination.
- E. Employees are expected to start work at their designated start time and must contact the immediate supervisor if they are unable to do so by phone as soon as they are aware that they will be late.
- F. Employees who must leave work during the workday must seek permission from their immediate supervisor.

- G. It is the supervisor’s responsibility to keep a record of all employee absences including time off for vacation, short-term disability, personal days, leave of absences, and professional development. All employee requests for time away from work must be directed to his/her immediate manager.
- H. The Payroll Department maintains official employee attendance records.
- I. Frequent absences, tardiness, and failure to give proper notice of absences may result in disciplinary action up to and including termination according the following outline:

Number of Unscheduled Absences or Tardiness During the 12-Month Rolling Calendar	Disciplinary Action
5	Verbal Warning
6	Written Warning
7	Final Written Warning
8	Termination

- J. Prescheduled time away from work is not considered an occurrence for the purpose of this policy.
- K. An unscheduled absence or occurrence is defined as a request for time away that is not scheduled at least one day in advance of the employee’s scheduled start time.
- L. An absence of multiple days due to the same illness, injury or other incident will be counted as one absence or occurrence for the purpose of this policy.
- M. Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) or Victims’ Economic Security and Safety Act (VESSA) will not be counted against an employee’s attendance record. Documentation within the guidelines of FMLA and VESSA may be required to support these absences.
- N. A medical release or doctor’s note may be requested or provided upon return to work; however, unscheduled medical-related absences will still count towards the total number of occurrences. An employee may provide documentation to support a tardy arrival such as a train notice.
- O. All documentation pertaining to the discipline of an employee who violates this policy will be kept in the employee’s personnel file.
- P. Occurrences will be expunged off an employee’s record after 12 months. Habitual offenders, who are defined by the Office of Human Resources as those who have established a pattern of absences, such as consistently having five or more occurrences in any given 12-month period or a pattern of unscheduled days off such as every Monday, will trigger additional appropriate discipline, up to and

including termination, even though 12-month old infractions have technically been expunged, if he or she continues to incur occurrences.

8.3 TERMINATION

Employment at Robert Morris University is for an indefinite period terminable at any time with or without notice or specific reason at the will of either Robert Morris University or an employee, subject to limitations imposed by law.

- A. In all circumstances, Robert Morris University reserves the right to:
 - 1. determine whether an employee will be terminated;
 - 2. depart from any standard disciplinary procedures when, in its discretion, such a departure is deemed warranted.

- B. Employee Initiated Termination
 - 1. Robert Morris University requests that an employee who is leaving the University submit a letter of resignation to his/her respective manager. Upon receipt of the letter, the Office of Human Resources will contact the employee to discuss the separation process.
 - 2. Employees, who separate from the University prior to the end of the one-year time period requirement of employees receiving tuition assistance, will be required to reimburse the University for all tuition payments paid by the University.
 - 3. Employees who resign from the University will not be permitted to use paid short-term disability or personal days between the receipt of the resignation letter and last day of employment.
 - 4. The following will be considered an employee initiated termination:
 - a. Absence without notice for two consecutive days.
 - b. Failure to return to work from a leave of absence by the agreed upon return date.
 - c. Acceptance of employment elsewhere or the active pursuit of employment while on a leave of absence.
 - d. Failure to report for military service or training within 90 days after being placed on Military Leave of Absence or not returning to work after being rejected for military service.

5. All employees who leave the University will be encouraged to participate in the Exit Interview process conducted by the Office of Human Resources.
6. University property issued to an employee must be returned to the University by the last day of employment.
7. Access to all electronic accounts will be terminated at the discretion of the University.
8. The final paycheck will be issued on the next regularly scheduled payday, not the last day worked, unless otherwise required by law.
9. Full-time faculty employees who are terminated by the University or who resign will be paid earned salary to the last date of employment.
10. Full-time staff employees who are terminated by the University or who resign will be paid earned salary to the last date of employment as well as any earned, but unused vacation.

8.4 CONFLICT OF INTEREST

- A. Conflict of interest exists when an employee engages in any activity that could impair his/her judgment regarding University business. Such potential conflicts include personal or financial dealings with people or businesses that do business with the University.
- B. An employee's respective Senior Vice President, the Provost or their immediate supervisor must be informed of any conflicts of interest or potential conflict of interest including, but not limited to the following:
 1. outside employment, including potential teaching or consulting appointments at other institutions;
 2. outside business, philanthropic, community, political, or other interests or activities that require commitments of time or use of University facilities or supplies;
 3. outside interests or relationships of an employee and/or their family member (defined as a spouse, domestic partner, dependent, significant other, parent, grandparent, grandchild, in-law, or any other person residing in the employee's household) with suppliers of goods and services to the University;
 4. gifts or entertainment received from suppliers of goods or services, or from persons associated or seeking association with the University;

5. use of confidential or privileged information acquired in the course of employment at the University.
- C. Other types of activities which are prohibited acts associated with this policy include, but are not limited to:
1. misusing privileged information or revealing confidential University information to anyone;
 2. using one's position in the University or knowledge of its affairs for outside personal gain;
 3. soliciting or accepting any payments, fees, or consideration from a guest, supplier or vendor with whom the University does business.
- D. Employees should not accept cash, gifts, or services with a face value in excess of \$50.00 from anyone with whom Robert Morris University does business. If the gift is received, it must be given to the Office of Human Resources immediately. The final disposition of the gift will be determined by senior management. As always, the University relies on its employees to use their discretion about whether a gift is appropriate. If an employee is not sure whether a particular gift might be in violation of this policy, please bring the situation to the attention of a supervisor or a Human Resources representative.
- E. Employees should not give or exchange gifts with a face value in excess of \$50.00 with any Robert Morris University employee whose position is at a higher organizational level from their own.
- F. Employees must comply with the following guidelines relative to accepting assignments at other institutions of higher learning or positions outside of the University.
1. Permission must be granted by the Provost's Office before a full-time faculty member can accept a teaching and/or consulting assignment at another institution.
 2. Full-time coaches must obtain permission from the Director of Athletics before accepting a position outside of the University.
 3. All other employees must obtain approval from their respective Senior Vice President or the Provost prior to serving in any capacity to another institution of higher education.
- G. The Provost and appropriate Senior Vice President have the initial responsibility to decide questions of conflict of interest or commitment, according to the guidelines set forth in this policy.

- H. Failure to disclose potential conflict of interest situations, circumstances, or relationships to one's immediate supervisor or University administration may result in disciplinary action.
- I. Employees engaged in activities that constitute or appear to constitute a violation of this policy will be subject to a review and evaluation of these activities by University administration. Employees may also be subject to disciplinary action up to and including immediate termination upon determination of a conflict of interest or failure to comply with the stipulations of this policy.

8.5 EXPENSE REIMBURSEMENT

The University will reimburse employee expenses incurred as a result of conducting business for or on behalf of the University. This does not include reimbursement for travel from an employee's home to work, fines incurred as a result of parking or traffic violations, or fees, late charges, and/or interest incurred as a result of the use of a personal credit card. The following expenses qualify for reimbursement according to the conditions outlined below:

- A. Mileage. An employee who uses his/her personal automobile for business purposes will be reimbursed based on the IRS definition of reimbursable expenses and standard mileage rate. The University will make the final determination of the rate and employees will be informed of changes to the rate of mileage reimbursement.

Reimbursable mileage should be determined by the travel distance between the employee's home to the business-related destination(s) or temporary work site, and the return to the employee's home. Temporary work site is defined as a location where the employee performs work on an irregular or short-term basis.

Mileage from an employee's home to their regular work site or site of employment is considered commuting and is not reimbursable. Regular work site is defined as any location at which the employee works or performs services on a regular basis. An employee may have more than one regular work site depending on their position with the University. An employee who travels from one regular work site to another regular work site in a single day may request reimbursement for the mileage between the regular work sites only.

- B. Parking. Employees who incur parking fees as a result of conducting business for or on behalf of the University will be reimbursed.
- C. Meals. Employees will be reimbursed for meal expenses when overnight travel is required for University-related business or for meal expenses incurred for University-related business involving business individuals not employed by the University.
- D. Accommodations. Employees will be reimbursed for lodging when overnight

travel is required for University-related business. The immediate supervisor must approve all overnight travel.

- E. Equipment. Employees will be reimbursed for the use of personal equipment for business purposes and must submit documentation to substantiate the expense.

Employees must document all expenses incurred on the University's behalf and attach all original receipts to the *Employee Expense Report Form*, and submit the report with a *Check Request Form* for approval to the immediate supervisor.

Expense reports should be submitted on a monthly basis.

8.6 CHECK REQUEST AND PURCHASING PRACTICES

Only those managers with budgetary responsibilities can approve check requests under \$5,000. All check requests over \$5,000 must be approved by a Vice President. All check requests over \$10,000 must be approved by two budgetary managers, one of which must be a Vice President.

Three bids must be obtained for construction, furniture acquisitions, or any equipment in excess of \$10,000. All other purchases, including bookstore inventory, equipment, and supplies, must be requisitioned and ordered through the Purchasing Department on a competitive basis. Invoices are approved for payment once the University has received all items.

No employee may order items for personal use through the University. Ordering personal items through the University to obtain discounts or tax-exempt status is a violation of IRS laws and could jeopardize our status as a tax-exempt entity. In addition, the use of the University's name by an employee for personal gain will be considered an infraction against the University, and may lead to appropriate disciplinary action, up to and including immediate termination.

8.7 PURCHASING CARD

- A. Full-time employees may be eligible for a purchasing card based on their position or department. The employee must complete the *Robert Morris University Purchasing Card Program Cardholder Agreement* and obtain approval from the Provost or appropriate Senior Vice President.
- B. Cardholders are responsible for all charges, returns, credits, and disputes. Lost or stolen cards must be reported to the Program Coordinator immediately.
- C. Changes to the card including, but not limited to, name, department, cancellation, or reinstatement, must be reported to the Program Coordinator.
- D. The purchasing card has a predetermined limit for each cardholder. Any changes to the transaction limit must be approved by the Program Coordinator.

- E. The purchasing card is to be used only for purchases necessary to conduct business on behalf of the University. All purchases should be exempt from tax. Appropriate business expenses include emergency supplies, food for business meetings, or student travel expenses. Conferences, seminars, memberships or subscriptions can be purchased with the card, but require prior approval from the department manager and a completed *Professional Development Request Form*.
- F. The purchasing card cannot be used to obtain cash advances, purchase gasoline for personal vehicles, purchase capital equipment, or pay for services plans (i.e. cellular phones). The card cannot be used to purchase routine supplies (office supplies, maintenance supplies, etc.) as these must be requisitioned through the Purchasing Department. The card cannot be used for personal expenses, including employee travel (meals, accommodations, transportation, etc.) as these expenses must be submitted on the *Employee Expense Report Form* for reimbursement.
- G. Misuse, misrepresentation, or fraudulent use of the card will result in cancellation of the card or withdrawal of purchasing card privileges as well as appropriate disciplinary action, up to and including immediate termination.
- H. If a cardholder uses a purchasing card for personal expenses, Robert Morris University reserves the right to recover these monies from the employee cardholder.
- I. Purchasing card statements and expenditures must be reconciled and submitted with original source documents including but not limited to: receipts, order confirmations, and packing slips to the Accounting Department by the 25th of the month, unless specifically requested by the Program Coordinator. Cardholders who have not reconciled and submitted their monthly expenditure within this period will be asked to reconcile and submit their monthly expenditure immediately. Continued or repeated non-compliance with this policy will result in cancellation of the card and withdrawal of purchasing card privileges.
- J. Employee cardholders must return the card to the Program Coordinator upon separation from the University.

8.8 TOBACCO-FREE UNIVERSITY POLICY

Robert Morris University is committed to providing a healthy, comfortable, productive and tobacco-free environment for faculty and staff. The American College Health Association supports the findings of the Surgeon General that tobacco use in any form is a significant health hazard and that there is no risk-free level of exposure to smoke.

The Tobacco-Free University Policy applies to all faculty, staff, student workers, interns, temporary employees, volunteers and contractors and prohibits tobacco use:

- At all university-owned or leased properties including classrooms, offices, residence halls, athletic facilities, parking lots, and indoor and outdoor common areas
- In all university-owned, leased or rented vehicles
- At all university sponsored events—both indoor and outdoor

Tobacco use is defined as the smoking or use of any tobacco products, including but not limited to, cigarettes, cigars, cigarillos, hookah-smoked products, spit and smokeless tobacco, chew, snuff and all nicotine delivery devices that are not FDA-approved as cessation products.

The University provides cessation services and resources to all employees through the University’s Wellness Institute. The success of this policy depends upon the cooperation of smokers and nonsmokers. All employees share in the responsibility for adhering to and enforcing this policy. Violations of this policy should be brought to the attention of the appropriate supervisory personnel and may result in disciplinary action up to and including termination.

8.9 DRUG-FREE WORKPLACE POLICY

- A. Prospective employees may be asked to submit to a drug test as a condition of employment within 48 hours of a contingent offer of employment. Any required drug testing will be conducted by a licensed laboratory. All expenses related to the test will be incurred by the University. Individuals will be notified of the test results which will remain confidential.
- B. If the drug test results are positive then any contingent offer of employment will be revoked. The prospective employee may request a retest within 24 hours at their own expense.
- C. The use, possession, sale or distribution of illegal drugs, or being under the influence of illegal drugs while on the job or during the workday is an offense subject to discharge. Any illegal substances will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.
- D. “Illegal drugs” means any drug or substance that is not legally obtainable, that is legally obtainable but which has not been legally obtained, or that is being used in a manner or for a purpose other than that prescribed or intended.
- E. The use or possession of alcohol during the workday or reporting to work under the influence of alcohol is also a violation of the University’s policy against substance abuse that may result in disciplinary action, up to and including immediate termination.
- F. If there is reasonable belief that an employee is under the influence of alcohol or illegal drugs while at work, the employee may be required to submit to an alcohol or drug test and/or satisfactorily participate in a drug abuse or alcohol rehabilitation program in order to remain employed.

- G. If you are convicted of any drug-related criminal violation on University premises or while conducting University business off premises, you must notify your supervisor no later than five days following the conviction.
- H. As required by the federal government, the University will take one of the following actions within 30 days of receiving notice that an employee has been convicted under any criminal drug statute for a workplace violation:
 - 1. appropriate personnel action up to and including immediate termination, or
 - 2. require such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program.
- I. Any supervisor who suspects a violation of this policy should immediately contact the Office of Human Resources.
- J. The sanctions for unlawful possession, use or distribution of illicit drugs and alcohol are outlined in the volumes of state and federal law, which are available upon request from the Office of Human Resources.
- K. Moderate consumption of alcohol may be approved for University sponsored functions. However, this exception does not permit an employee to be illegally “under the influence” of alcohol under any circumstances.

8.10 USE OF PROPERTY, RESOURCES & COMPUTER SYSTEMS

This policy provides guidelines for the use of Robert Morris University property, resources, computer systems and equipment including, but not limited to: phones of any kind, office supplies, resource services, computer equipment, readers, tablets, electronic files, disks, flash drives, email accounts, Internet access, and personal digital assistants.

- A. University administration is responsible for ensuring that all employees have access to necessary resources.
- B. The University prohibits the use of its property, resources, computers, equipment and technology applications for any illegal or inappropriate purpose. Specifically, employees are prohibited from intentionally initiating, forwarding, or sending harassing, pornographic, offensive or indecent messages or graphics including messages that are discriminatory or offensive on the basis of sex, race, national origin, age, religion, sexual orientation, disability or any other characteristic protected by federal, state or local law to University employees or anyone else; gaining unauthorized access to or intentionally damaging or degrading other computer systems, networks, or the information contained in them; committing theft, fraud, or other criminal or dishonest acts of any kind; or distributing or

obtaining illegally copied software, graphics, sounds, or text or other material.

- C. Property is defined as any item purchased with University funds whether that purchase is made by IS or the respective department. All items purchased must be catalogued by the Information Systems Department immediately upon delivery. Personal property used for work purposes such as a cell phone or computer does not have to be catalogued.
- D. Employees are responsible for the care and security of University property in their possession. Property issued to an employee must be returned to the University by the last day of employment.
- E. Unauthorized use or removal of University property or abuse of resources may result in disciplinary action, up to and including immediate termination.
- F. Employees are responsible for promptly informing management of any deficiencies, damage, or destruction to University facilities, property, equipment, or work methods that could endanger themselves or others and are responsible to maintain electronic media free from viruses and other destructive and/or invasive applications.
- G. Personal use of University office machines, mailing materials or postage services is prohibited. For security reasons, the University reserves the right to inspect any mail or packages received at our facilities. Personal mail and materials sent to or from the University is not the responsibility of the University.
- H. Telephone service, computers, and electronic mail is provided for the purpose of conducting University business. Thus, personal use of these resources should be restricted to incidental and emergency use. Employees are prohibited from using University telephones to make personal long distance phone calls and may not make unauthorized copies of copyrighted software.
- I. Technology applications, systems, and information provided by University are the property and assets of Robert Morris University. Thus, all information stored on University computers belongs to the University. Personal material should not be created or kept on University computer equipment or stored in the electronic communication system. Employees should save or archive any needed information on a disk or flash drive and delete messages on a regular basis. RMU data may not be removed from University premises without the permission of the Provost or appropriate Senior Vice President.
- J. The University is required to immediately report the discovery of any child pornography found on electronic or information technology equipment. The employees of the Information Systems Department will report the findings to local law enforcement or the Cyber Tipline at the National Center for Missing and Exploited Children. The Office of Human Resources will also be notified and the

matter investigated internally. In accordance with the Abused and Neglected Child Reporting Act of Illinois, immunity from criminal, civil, and administrative action is granted to both workers and employers if they make a report in accordance with the law.

- K. Employees are responsible for checking their electronic and voicemail accounts on a regular basis and are required to log off their computer workstations when leaving their work area.
- L. The University has the right to review and monitor all messages received or originated within University communication systems at any time and without notice.
- M. Employees are prohibited from loading software or making any modifications to a University computer unless approval is obtained from the Vice President for Information Systems.
- N. Employees may not send, download, or save any material from any online source, unless the material is legally permitted to be downloaded without violation of copyright or trademark laws.
- O. Employees may not engage in unauthorized use of other employees' passwords or access the electronic mail or voicemail system for other employees without authorization.
- P. Recreational surfing of the Internet during normal business hours, viewing pornography, engaging in on-line discussions through chat rooms, newsgroups, and bulletin board services, attempting to access other computer systems without authorization, posting commercial messages, transmitting viruses, or other invasive software is strictly prohibited. The University cannot control nor be held responsible for the content, accuracy or quality of information retrieved or images viewed on the Internet. Users accessing the Internet do so at their own risk. Some employees may have approved access to social networking sites for business purposes. Employees should discuss this approval with their manager. Employees representing RMU in a social network capacity must adhere to the standards set in the Media Policy (10.2).
- Q. Upon request, employees may be required to produce electronically stored material from any of the following systems and equipment including, but not limited to: all computer equipment, laptop computers, electronic files, floppy disks, flash drives, e-mail accounts. Internet access, tablets, readers and personal digital assistants as well as any work related electronic files that are kept at the employee's home.
- R. Electronic systems and documents may be subject to a litigation hold. All employees will be required to comply at the direction of the Offices of Human

Resources and Information Systems.

- S. Employees who receive requests for University data from external parties should contact the Information Systems department.
- T. Misuse of the University's property, resources, computer systems, and/or any violation of this policy may result in disciplinary action up to and including immediate termination.
- U. Access to electronic accounts will be terminated at the University's discretion.

8.11 GUIDELINES FOR ATTIRE

The institution maintains an attire policy for all employees.

- A. Staff employees will adhere to a professional attire dress code as outlined below.

Female Employees

1. Monday through Thursday - Professional Attire to include: suit, dress, pantsuit, skirt, blouse or sweater; nylons and dress shoes.
2. Friday - Business Casual to include: suit, dress, pantsuit, skirt, blouse or sweater, dress slacks or skirt. No blazer required.

Male Employees

1. Monday through Thursday - Professional Attire to include: suit or jacket and dress slacks, dress shirt, tie; dress socks and dress shoes.
2. Friday - Business Casual to include: dress pants, collared shirt. No tie or suit jacket required.

- B. Faculty employees are allowed to follow a business casual dress code year round as outlined below.

Female Employees

Suit, dress, pantsuit, skirt, blouse or sweater, dress slacks or skirt. No blazer required. Slacks need to be ankle length. Shoes need to be attached with a closed back or strap.

Male Employees - Dress pants and collared dress shirt. No tie or suit jacket required.

- C. The following items are not approved under the dress code policy: denim (including all colors) of any kind, shorts, skirts or short pants, Capri pants, Crop or halter tops, flip-flops, athletic footwear
- D. All employees are expected to be groomed in a professional manner.
- E. Some employees have specific professional attire guidelines or are expected to wear a designated uniform.
- F. Employees who are representing the University or conducting University-related business off-site at any time should dress in professional attire.
- G. Please consult your manager or the Office of Human Resources if you have any questions as to what constitutes appropriate attire.
- H. Failure to comply with this policy or any remedial attire requests may be subject to disciplinary action.
- I. University administration may implement casual dress days. These announcements will be posted on the Employee News site.

8.12 CELL PHONE USAGE POLICY

A. Personal Cellular Phones

1. While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of University phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are therefore asked to make personal calls on non-work time where possible and are expected to limit the use of personal cellular phones for other reasons such as texting.
2. The University will not be liable for the loss of personal cellular phones brought into the workplace.

B. Use of Cell Phones for Business Needs

1. Employees who make business related phone calls from a personal cell phone or landline or who use their phone for business related text messages can submit the cost of the calls and/or texts for reimbursement as part of their expense report. The calls and texts will be reimbursed at a rate of twenty-five cents per call or text up to a maximum of \$50 per month.
2. Expense reports should be submitted on a monthly basis with itemized cellular

phone bills identifying the business related calls or text messages.

C. Safety Issues for Cell Phone Use

1. Employees whose job responsibilities include regular or occasional driving and who use a cell phone for business reasons are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances, employees must pull off to the side of the road and safely stop the vehicle before placing or accepting a call.
2. Employees whose job responsibilities do not specifically include driving as an essential function, but who use a cell phone for business reasons, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.
3. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

8.13 EQUIPMENT USAGE POLICY

- A. Equipment or property owned by the University may be checked out for business use with the approval of the Provost or respective Senior Vice President. The equipment is loaned at one-week intervals through the appropriate department. It is the employee's responsibility to return all University equipment and property within the appropriate timeframe.
- B. In some cases, University equipment or property may be checked out to an employee on a continual basis for business use. The use of this equipment must have the written approval of the Provost or respective Senior Vice President.
- C. University equipment and property must be kept in good working order. Any damage and theft to the equipment must be reported to the appropriate University personnel immediately.
- D. Any and all equipment or property owned by the University must be returned to University personnel upon notice of separation from the University. Individuals will be liable for the cost of all equipment or property upon separation.

8.14 FUNDRAISING AND RAFFLE POLICY

This policy provides guidelines relative to fundraising and use of raffles or drawings that may be conducted in the course of business at the University.

Fundraising

- A. The University may hold a fundraising event. Approval of the event must be

granted by the Provost or respective Senior Vice President.

- B. The *Application for Fundraising Event* must be completed and submitted to the Accounting Department at least one month prior to the event. Failure to receive approval will lead to the cancellation of the event.
- C. Accepting cash at fundraising events is discouraged.
- D. Proceeding with an unapproved event, a related activity, or by not following the guidelines set forth in this policy may result in disciplinary action.

Raffles

Exchange of money for a chance to win a prize is a raffle. Raffles are not allowed at the University under any circumstance.

Drawings

The University may hold drawings for prizes and services. All drawings must be conducted by a senior manager. Funds cannot be collected to participate in the drawing and a record of who received the prize(s) must be documented for accounting purposes.

EMPLOYEE SAFETY

9.1 WORKPLACE VIOLENCE

Robert Morris University is committed to preventing workplace violence and to maintaining a safe work environment. Workplace violence is defined as any direct or implied threat, intentional act or other conduct that would arouse fear, hostility, intimidation or the apprehension of harm in another person for his/her personal safety, or for the safety of his/her family, friends, co-workers, employer, or property. The policy applies to conduct or threats that: occur on University premises; occur during the course of University business; occur through the use of University property or resources; involve other co-workers, and/or; affects the business interests of the University. Examples include: verbal threats, physical threats, direct and indirect threats, possession of devices intended to be used as instruments of violence, erratic behavior, and/or stalking or harassment. Violation of this policy will result in disciplinary action, up to and including immediate termination.

- A. The Office of Human Resources should be notified immediately when situations of or threats of workplace violence occur.
 - 1. The University will promptly and thoroughly investigate all reports or threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the

University may suspend employees, with or without pay, pending investigation.

2. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including immediate termination of employment.
- B. Any employee who perceives that he/she is in a life-threatening work situation should immediately stop his/her work activity and notify his/her supervisor. If supervisor notification is not possible, the employee should notify emergency personnel and University security.
 - C. The supervisor, upon notification, should immediately assess the situation and notify University security and emergency personnel. Communications within the University should take place with assistance from the Office of Human Resources.

9.2 UNIVERSITY EMERGENCY PROCEDURES

This policy outlines the guidelines and procedures for responding to an emergency and discloses the security policy in compliance with the Clery Act.

- A. The Emergency Response Guidelines are available on the website at www.robertmorris.edu/faculty/handbook/.
- B. All employees will be notified of emergencies and relative directives by phone, email, and text message. Employees are responsible to provide and update their contact information through the Office of Human Resources. The Office of Information Systems will test the emergency contact system on a regular basis. Information related to emergencies will also be included on our website at www.robertmorris.edu.
- C. For medical emergencies, employees should contact any necessary emergency personnel and then notify Security.
- D. Employees who witness a criminal act of any kind should contact Security immediately and/or emergency personnel if immediate assistance is needed.
- E. Employees, who experience theft should notify Security immediately and submit an *Incident Report* to the Operations Department.
- F. All incidents and investigations are documented and maintained by the Operations Department.
- G. An institutional annual report of crime statistics is available on the website at

www.robertmorris.edu/about/consumerinfo/.

- H. If you would like additional information regarding crime statistics, the Clery Act, or the Emergency Response Guidelines, please contact the Office of Operations or the Office of Human Resources.
- I. Employees must comply with all posted safety requirements.

9.3 CRISIS MANAGEMENT PLAN

- A. All potential or existing crises should be immediately reported to the President's Office.
- B. In the event of a crisis, the President's Office will function as the on-site crisis control center. In the President's absence, the President will appoint the Provost or a Senior Vice President to assume responsibility for the crisis control center.
- C. The President will appoint the University spokesperson.
- D. The crisis control center will be responsible for:
 - 1. contacting the Board of Trustees, if warranted;
 - 2. contacting legal counsel, if warranted;
 - 3. acting as the monitoring center for all information and human resource issues.
- E. The Vice President for Student Affairs will collaborate with the Director of Public Relations and/or University appointed spokesperson in the event of any unrest.
- F. The President's Council will meet to discuss the crisis and determine the course of action and internal communications plan.

9.4 BLOODBORNE PATHOGENS TRAINING & DOCUMENTATION

- A. Training
 - 1. All newly hired Operations personnel and clinical laboratory faculty are required to participate in Bloodborne Pathogens Training prior to assuming any responsibilities that involve exposure to bloodborne pathogens.
 - 2. The University shall provide additional training annually and/or when changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure.
 - 3. All Operations personnel and clinical laboratory faculty are encouraged to receive the Hepatitis B vaccination at the University's expense.

4. It is the responsibility of the manager to ensure that all applicable employees have completed the Bloodborne Pathogens Training prior to assuming responsibilities that involve exposure to bloodborne pathogens.

B. Exposure

1. If an employee has been exposed to bloodborne pathogens as a result of a needle stick or other sharps injury, the employee should contact the Office of Human Resources immediately.
2. The employee, with the assistance of a human resources representative, will complete the *Exposure to Bloodborne Pathogens Incident Report*.
3. The employee will be provided with a University appointed healthcare provider referral for testing, counseling, and any necessary medical care.

C. Documentation

1. In accordance with the Occupational Safety and Health Act of 1970, the University must maintain employee records pertaining to bloodborne pathogens including exposure incidents, post exposure follow-up including the professional written opinion, hepatitis B vaccination status, and training for all employees with occupational exposure.
2. Employee medical records will be maintained for the duration of employment plus 30 years.
3. Training records will be maintained in the employee's personnel file for three years and document the date(s) of the training sessions, the contents or a summary, and trainer's name and qualifications.

COMMUNICATIONS AND CONFIDENTIALITY

10.1 DISSEMINATION, DISTRIBUTION, AND SOLICITATION

- A. Employees seeking to send general distribution emails must have supervisor approval and must complete the appropriate Information Systems form.
- B. The Office of Human Resources is responsible for all information posted on the Employee Guide and Employee News. Employees seeking to post a message should contact Human Resources and complete the necessary request form.
- C. Announcements of marriages, births, and bereavement notices should be

communicated to the Office of Human Resources. The Office of Human Resources is responsible for communicating this information.

- D. Employees of the University should not disseminate medical assistance and/or information, except in cases of emergency or when the employee is a qualified professional and chooses to provide these services at his or her own discretion.
- E. Employees are prohibited from removing any legally required posters and notices, as well as safety rules and regulations.
- F. Distribution of literature, pamphlets, or other printed material other than that prepared or supplied by the University is prohibited, unless otherwise approved by the Provost or a Senior Vice President.
- G. Political activity is prohibited on University premises. This includes the solicitation of funds for a political candidate, and/or distribution of literature that endorses or gives the appearance that the University endorses a political candidate.
- H. Employees are prohibited from using the University's premises, communication systems, or any other resources to promote or sell products or services that are related to an employee's private business affairs whether or not they profit directly from the promotion or sale of said product. Managers are expressly prohibited from soliciting sales or donations from their employees.
- I. Employees seeking donations of goods or funds for charities may do so without seeking administrative approval.
- J. Employees must receive approval from the appropriate Vice President to invite vendors to present products and services.

10.2 MEDIA

All Media

Robert Morris University maintains a policy that requires employees to secure advanced approval for representing the University or engaging in outside communications that may have an impact or involve the University. Outside communications include, but are not limited to, publications, including communications on the Internet under the Robert Morris University Internet address, speeches, public presentations, news media interviews, discussions, social media outlets, or testimony.

Any contact from a media source (newspaper, magazine, radio, television, Internet) should be immediately directed to the University's appointed spokesperson, the Director of Public Relations. If the spokesperson is not immediately available, no information is to be given verbally or in writing to any party.

Social Media

The advent of social media outlets has changed the scope of professional and personal communication. Due to this scope and access the University has chosen to specifically outline the requirements relative to social media; however this policy is applied to all forms of external communication which are listed above and will amend itself as additional forms become available.

When you are participating in social networking, you are representing both yourselves personally and the University. It is not the intention of the University to restrict your ability to have an online presence. We believe social networking is a very valuable tool and continue to advocate the responsible involvement of employees, volunteers, and contractors in this space. While we encourage this online collaboration, the following outlines a set of guidelines for appropriate online conduct.

Social media takes many different forms, including but not limited to, internet forums, blogs & microblogs, online profiles, wikis, podcasts, pictures and video, email, instant messaging, music-sharing, and voice over IP. These include applications like LinkedIn, Facebook, MySpace, Wikipedia, YouTube, Twitter, and Flickr. Social media provides employees, volunteers and contractors ample opportunities to represent the University in the “virtual” community. We also recognize our responsibility to assure that employees, volunteers, and contractors adhere to local, state, and federal requirements to protect student and staff privacy. The University retains the right to protect our image, enhance our brand, guard proprietary information, require appropriate use of University computer resources, and restrict employee activities that do not add value to the mission, strategic priorities, the brand, the image, general learning goals, or financial well-being.

Employees and volunteers must adhere to the internal standards on appropriate use of computer resources, media relations, and general use guidelines when using social media for specific job-related responsibilities of Robert Morris University. Derogatory comments about University students, employees, vendors, volunteers or other related entities in any related social media venue are prohibited. When employees or volunteers identify themselves as employed and/or associated with the University, they should include a disclaimer that indicates that their opinions, comments, interpretations, etc., are their own and not those of the University and may not represent current or accurate information. In most cases, listing a title in a “profile” or “resume” would not require such a disclaimer, but commenting on policy, governmental affairs, or controversial issues without adherence to the University’s media relations standards would require such a disclaimer. Personal opinions expressed in personal restricted venues using personal computing resources most often would not require disclaimers. Employees and volunteers recognize that they use social media at their own risk. The University assumes no responsibility or liability for social media activity by employees or volunteers that is not approved and coordinated through the Communications Department. Individual social media pages, blogs or accounts which are required as part of an employee’s position should be created to include the manager as an administrator to ensure continuity of use and adherence to University guidelines.

Classroom activities that involve the use of the social media should follow the guidelines established above only when such material is visible beyond the confines of the virtual classroom.

Requests for assistance regarding the interpretation or application of this policy should be directed to the Office of Human Resources.

10.3 PATENTS AND COPYRIGHTS

This policy outlines the responsibilities and rights of both Robert Morris University and its employees regarding the development, patenting, and copyrighting of information and products during the course of one's employment with the University.

- A. It is the responsibility of each employee to promptly disclose in writing to the University President or to such other individual the President may designate, any and all inventions, improvements, and developments made or conceived by the employee, either solely or jointly with others, during the course of his/her employment with the University, provided that the invention, improvement or development relates to:
 - 1. the current products of the University;
 - 2. any process, apparatus, or article currently incorporated in or useful in the development of current products of the University;
 - 3. any work or investigation undertaken by the University provided such work or investigation is known to the employee.
- B. Title to inventions, copyrights, improvements and developments made as a result of one's employment with the University will, at the discretion of the President, become the sole and absolute property of the University.
- C. Employees may not publish or cause to be published any confidential information obtained directly or indirectly by reason of employment at the University, unless they receive written approval from an authorized representative of the University. Employees may not disclose to anyone but the University or its designee information about inventions, improvements, research, engineering work, or other proprietary data.
- D. E-mail is automatically protected under federal copyright law. You may not copy all or parts of an e-mail message without the permission of the sender.
- E. It is the responsibility of all Robert Morris University employees to comply with the Copyright Law of the United States (Title 17 U.S. Code), which governs making photocopies of copyrighted material. The guidelines of the law are as follows:

1. A single copy may be made of any of the following by or for a teacher by individual request for scholarly research or use in teaching or preparation to teach a class:
 - a. a chapter from a book;
 - b. an article from a periodical or newspaper;
 - c. a short story, short essay or short poem, whether or not from a collective work;
 - d. a chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.
2. Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:
 - a. the copying meets the tests of brevity and spontaneity as defined below,
 - b. meets the cumulative effect test as defined below,
 - c. each copy includes a notice of copyright.
3. The legal basis of the terms of the copyright law as defined as follows:
 - a. brevity
 - i. poetry: a complete poem if less than 250 words and if printed on not more than two pages or from a longer poem, an excerpt of not more than 250 words;
 - ii. prose: either a complete article, story or essay of less than 2500 words, or an excerpt from any prose work of not more than 1000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.
 - b. spontaneity
 - i. the copying is at the instance and inspiration of the teacher, and
 - ii. the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

- c. cumulative effect
 - i. the copying of the material is for only one course in the school in which the copies are made;
 - ii. not more than one short poem, article, story, essay, or two excerpts may be copied from the same collective work or periodical volume during one class term; and
 - iii. there shall not be more than nine instances of such multiple copying for one course during one class term.

4. The following shall also be prohibited:

- a. copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may not occur whether copies of various works or excerpts there from are accumulated or produced and used separately.
- b. there shall be no copying of or from works intended to be “consumable” in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets, and like consumable material.
- c. copying shall not:
 - i. substitute for the purchase of books, publisher’s reprints or periodicals;
 - ii. be directed by a higher authority;
 - iii. be repeated with respect to the same item by the same teacher from term to term.
 - iv. no charge shall be made to the student beyond the actual cost of the photocopying.

F. Any person using any University copier, Copy Center equipment or presenting copyrighted material to the Copy Center may be liable for violation or infringement of protected information.

G. Employees must comply with the library policy regarding the borrowing of reference and reserve materials. This includes compliance with the above listed policy to ensure that reference and reserve textbooks, study guides, and other materials are kept in the library at all times and copies are made and paid for at the available library copiers. University copiers and equipment are not to be used to copy reference and reserve materials. Copying of and use of said materials in

this way may violate the copyright policy and make said employee and the institution liable for copyright infringement.

10.4 CONFIDENTIAL INFORMATION

- A. During the course of employment, employees may come into possession of confidential information that belongs to Robert Morris University. The following is a list, but not all-inclusive, of items that must be kept confidential: marketing strategies; financial information; personnel information and matters; discoveries and inventions; training materials; operating manuals; Robert Morris University processes and procedures which give it a competitive advantage in the market; and any information designated by the University or a specific department within the University which it deems inappropriate for wide-spread dissemination inside or outside of the University.
- B. No confidential, proprietary or sensitive information can be put on internal web sites without the approval of the Vice President for Information Systems.
- C. Each Robert Morris University employee is responsible for preserving the confidentiality of University information and personnel matters. Unauthorized use or disclosure of confidential information can result in disciplinary action up to and including immediate termination.
- D. Robert Morris University is required to comply with any and all requests made by the federal government. This includes requests issued by law enforcement agencies under the Patriot Act. Neither the University, nor its personnel will be held liable for complying with a request in good faith. The request of information under the Patriot Act includes, but is not limited to:
 - 1. General employment information, such as an employee's dates of employment, address, and phone number
 - 2. Records pertaining to medical conditions and education credentials
 - 3. Access to employees' e-mail and voice-mail messages
- E. Robert Morris University is required to comply with the federal Gramm-Leach-Bliley Act or Financial Services Modernization Act which contains privacy provisions that restrict the disclosure of nonpublic consumer financial information to third parties by financial institutions and businesses engaged in financial activities.
 - 1. For these purposes, the term "nonpublic financial information" shall mean any information:
 - a. A student or other third party provides in order to obtain a financial

service from the University

- b. About a student or other third party resulting from any transaction with the University involving a financial service
 - c. Otherwise obtained about a student or other third party in connection with providing a financial service to that person
2. Employees with access to student or third party financial information are required to protect said information according the following guidelines:
- a. Electronic access is protected by usernames and passwords.
 - b. Passwords are not to be shared with other users.
 - c. All users must log off or lock their computer terminals when they are away from their desk.
 - d. Computer terminals used to display financial information are not to be left unattended and placement of said terminals should not allow for casual viewing by unauthorized personnel.
 - e. Department access should be secured by giving only authorized personnel keys to exterior doors.
 - f. Printed copies of financial information are to be handled only by authorized personnel and kept in areas with restricted access.
 - g. Printed copies of financial information are not to be left in the open on a desk when the desk is unattended.
 - h. Printed copies of financial information must be shredded when no longer needed.
 - i. Employees must have written authorization from the student or third party to release any financial information.
 - j. Any attempts to fraudulently obtain information must be reported to a manager or the Office of Human Resources immediately.
3. If an employee breaches the security and confidentiality of student or third party financial information, disciplinary measures, up to, and including immediate termination, will be imposed.
- F. In certain circumstances, Robert Morris University may be required to comply with certain provisions of the federal Health Insurance Portability and

Accountability Act (HIPAA), which contains privacy provisions that assure that employees' health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public's health and well being.

1. For these purposes, the terms of the act are defined as:

- a. "Protected Health Information (PHI)" is individually identifiable health information held or transmitted by a covered entity or its business associate, in any form or media, whether electronic, paper, or oral. This includes, but is not limited to information including demographic data that relates to and identifies the individual or for which there is a reasonable basis to believe can be used to identify the individual. This may include:
 - i. name, address, birth date, social security number,
 - ii. the individual's past, present, or future physical or mental health or condition,
 - iii. the provision of health care to the individual, or
 - iv. the past, present, or future payment for the provision of health care to the individual.
 - v. Employment records that a covered entity maintains in its capacity as an employer and education and certain other records are not considered protected health information and are excluded from the privacy rule.
- b. "Covered Entities" are any group or individual who transmits health information in electronic form in connection with transactions for which the HIPAA standards were adopted. Entities are identified as:
 - i. individual and group health plans that provide or pay the cost of medical care. Health plans include health, dental, vision, prescription drug insurers, health maintenance organizations (HMOs), Medicare, Medicaid, and long-term care insurers.
 - ii. every health care provider, regardless of size, who electronically transmits health information in connection with certain transactions such as claims, benefit eligibility inquiries, referral authorization requests, or other transactions as deemed by the Act.
 - iii. health care clearinghouses that process non-standard information they receive from another entity into a standard format such as billing services.

- c. “Business Associate” is a person or organization, other than a member of a covered entity’s workforce, that performs certain functions or activities on behalf of, or provides certain services to, a covered entity that involve the use or disclosure of individually identifiable health information.
 - 2. A major purpose of the Act is to define and limit the circumstances in which an individual’s protected health information may be used or disclosed by covered entities. A covered entity may not use or disclose protected health information except as the Act permits or requires or as the individual who is the subject of the information authorizes in writing.
- G. Any University employee who believes that he or she is being asked to disclose confidential information to any source for any reason must consult with Human Resources and obtain authorization before making any such disclosures.



ROBERT MORRIS UNIVERSITY

Acknowledgement Receipt

2011-2012 Human Resources Policy Guide and 2011-2012 Employee Handbook

Robert Morris University developed the Human Resources Policy Guide to outline the workplace policies, programs, responsibilities, and benefits and the Employee Handbook to outline the expectations, policies, procedures, and resources for eligible employees. If you have any questions regarding the content of either document or have any unanswered questions, please contact the Office of Human Resources.

Robert Morris University reserves the right to revise, supplement, or rescind any policy or portion of the policy guide or handbook from time to time as it deems appropriate, in its sole and absolute discretion. Robert Morris University will notify employees of any revisions or updates to the handbook as they occur.

This policy guide and handbook are neither contracts of employment nor legal documents.

I understand that the 2011-2012 Human Resources Policy Guide and 2011-2012 Employee Handbook are available for review online at the Robert Morris University website (www.robertmorris.edu) and on the RMU Employee Guide on Blackboard. It is my responsibility to read and comply with the policies, procedures, and practices contained in the Human Resources Policy Guide and Employee Handbook and any revisions made to either document.

My signature below certifies that I have entered into my employment relationship with Robert Morris University voluntarily and acknowledges that there is no specified length of employment or any guaranteed specific process prior to termination. I also understand and agree that nothing in this Policy Guide or Handbook creates or is intended to create a contract of any kind or a representation of continued employment. I understand that employment at Robert Morris University is employment "at-will" and that either the University or I can terminate this relationship at will, at any time and for any reason or no specific reason, with or without prior notice.

Employee Name (printed) _____

Employee Signature _____

Date _____