

# **Marquette University**

## **Handbook For Employees (Non-Faculty)**

**January, 2008**

# MARQUETTE UNIVERSITY HANDBOOK FOR EMPLOYEES

## TABLE OF CONTENTS

| <b><u>Section 1: Welcome &amp; Introduction</u></b>        | <b><u>Page</u></b> |   | <b><u>Page</u></b> |
|--|--------------------|---|--------------------|
| Welcome to Marquette University                            | 1                  | New Employee Orientation Program                    | 20                 |
| University Mission Statement                               | 2                  | New Folks Convocation                               | 21                 |
| Statement on Human Dignity & Diversity                     | 3                  | Orientation/Probationary Period                     | 21                 |
| History & Purpose  | 4                  | Performance Appraisals                              | 22                 |
| Schools & Colleges   | 6                  | Personnel Records                                   | 22                 |
| Organizational Structure                                   | 6                  | Photo Identification Cards                          | 22                 |
| Policies & Procedures                                      | 6                  | Professional Associations                           | 23                 |
|  |                    | Professional Development/<br>Training Programs      | 23                 |
|  |                    | Release of Employment Information                   | 23                 |
|  |                    | Resignations  | 23                 |
| <b><u>Section 2: Special Services &amp; Facilities</u></b> |                    | <b><u>Section 4: Employee Conduct</u></b>           |                    |
| Athletic Tickets   | 8                  | Attendance Expectations                             | 25                 |
| Cafeterias   | 8                  | Confidentiality                                     | 25                 |
| Campus Safety  | 8                  | Corrective Counseling                               | 25                 |
| Cashier Services   | 9                  | Dress Code & Personal Appearance                    | 26                 |
| Child Care Center  | 9                  | Drug-Free Workplace Policy                          | 26                 |
| Credit Unions  | 9                  | General Rules of Conduct                            | 27                 |
| Directory  | 9                  | Grievances & Appeals                                | 28                 |
| Disability Services  | 10                 | Grievance Procedure                                 | 29                 |
| Employee Assistance Program                                | 10                 | Racial Abuse & Harassment Policy                    | 30                 |
| Employee Recognition                                       | 10                 | Sexual Harassment Policy                            | 32                 |
| Faber Center for Ignatian Spirituality                     | 11                 | Workplace Safety                                    | 37                 |
| Helpfaer Theatre   | 11                 |   |                    |
| Information Center   | 11                 | <b><u>Section 5: Benefits</u></b>                   |                    |
| Information Technology Services                            | 12                 | Benefits Information                                | 38                 |
| Libraries  | 12                 | Benefit Eligibility                                 | 38                 |
| Lost and Found   | 13                 | Dental Insurance                                    | 38                 |
| Marquette Card   | 13                 | Employee Assistance Program (EAP)                   | 39                 |
| Mission & Identity   | 13                 | Flexible Spending Accounts                          | 39                 |
| Museum of Art  | 14                 | Holidays  | 39                 |
| News & Views   | 14                 | Life Insurance                                      | 39                 |
| Office of the Ombuds                                       | 14                 | Long Term Disability Insurance                      | 40                 |
| Parking  | 15                 | Medical Insurance                                   | 40                 |
| Recreational Facilities                                    | 15                 | Annual Enrollment/Changes in Coverage               | 40                 |
| Savings Bonds  | 15                 | Retirement Plan/Annuities                           | 41                 |
| Speech & Hearing Center                                    | 16                 | Sick Pay & Short Term Disability                    | 41                 |
| Student Union  | 16                 | Travel Accident Insurance                           | 41                 |
| University Ministry  | 16                 | Tuition Remission                                   | 41                 |
| University Stores & Banking Services                       | 16                 | Vacations   | 42                 |
| University Vehicles  | 17                 |   |                    |
| United Way   | 17                 | <b><u>Section 6: Compensation/Pay Practices</u></b> |                    |
| Wellness Program   | 17                 | Break/Rest Periods                                  | 43                 |
|  |                    | Categories of Employment                            | 43                 |
| <b><u>Section 3: Employment Policies</u></b>               |                    | Flex-time   | 44                 |
| Affirmative Action Statement                               | 18                 | Garnishments  | 44                 |
| Equal Employment Opportunity                               | 18                 | Job Classification/Descriptions                     | 44                 |
| Collective Bargaining                                      | 19                 | Job Reclassification                                | 45                 |
| Employment of Relatives                                    | 19                 | Merit Increases                                     | 45                 |
| Employment Opportunities                                   | 19                 |   |                    |
| Exit Interviews  | 20                 |   |                    |
| Immigration Law Compliance                                 | 20                 |   |                    |

|  | <u>Page</u> |   | <u>Page</u> |
|--|-------------|---|-------------|
| Overtime                                     | 45          | Change of Personal Data   | 60          |
| Pay Programs                                 | 45          | Crime Statistics Annual Report  | 60          |
| Paycheck Deductions                          | 46          | Emergency/Public Safety   | 60          |
| Paychecks/Paydays                            | 46          | Emergency Closings  | 61          |
| Tax Withholding                              | 46          | Employee Committees   | 61          |
| Time Records & Vacation Reporting            | 47          | Living Wage   | 62          |
| Unemployment Compensation                    | 47          | Notification of Deaths for the<br>Marquette Community   | 62          |
| Work Schedules                               | 47          | Personal Calls  | 62          |
| <b><u>Section 7: Time Off From Work</u></b>  |             | Publications of Interest  | 62          |
| Bereavement Leave                            | 49          | Religious Activity & Accommodation  | 63          |
| Floating Holiday                             | 49          | Smoking Policy  | 63          |
| Holidays                                     | 49          | Use of University Supplies,<br>Facilities & Equipment   | 64          |
| Jury Duty                                    | 50          |   |             |
| Leaves of Absence                            | 50          | Policy on Acceptable Use of Marquette<br>University Computer, Network,<br>Telephony & Other Electronic<br>Equipment | 64          |
| Retreat Leave                                | 51          |   |             |
| Sick Leave & Short-Term Disability           | 51          |   |             |
| Vacation                                     | 52          |   |             |
| Workers' Compensation                        | 54          |   |             |
| <b><u>Section 8: General Information</u></b> |             | <b><u>Section 9: Acknowledgement of Receipt</u></b>   | 67          |
| Americans with Disabilities Act (ADA)        | 55          |   |             |
| Health Plan Privacy Notice                   | 55          |   |             |
| Blue Light Phones                            | 59          |   |             |
| Bulletin Boards                              | 59          |   |             |

January 2008

## **WELCOME TO MARQUETTE UNIVERSITY**

A rewarding experience awaits you as an employee of Marquette University. You are cordially welcomed as a member of the larger Marquette University “community,” and you are extended best wishes and success in your future endeavors at Marquette. These endeavors encompass work, spiritual growth, social activities, friendships, professional development and support of the university’s mission.

To answer many, but certainly not all, of the questions you may have concerning the university and its policies and practices, we have prepared this handbook. Please read it thoroughly and keep it available for future reference. It is intended as a general source of pertinent information. The university reserves the right to change the policies in this handbook. From time to time you may receive updated information concerning changes. Please keep your handbook updated.

This handbook in no way implies or guarantees a contract of employment. This current version of the handbook, as updated in January 2008 supersedes and takes precedent over all previously issued Support Staff/Administrator handbooks. If you have any questions regarding this document, you are advised to contact the Marquette University Department of Human Resources at 288-7305 in Straz Tower, Room 185.

Thank You.

## **Mission Statement**

Marquette University is a Catholic, Jesuit university dedicated to serving God by serving our students and contributing to the advancement of knowledge. Our mission, therefore, is the search for truth, the discovery and sharing of knowledge, the fostering of personal and professional excellence, the promotion of a life of faith, and the development of leadership expressed in service to others.

## **Excellence**

Our students, whether traditional or non-traditional, undergraduate, graduate or professional, come to Marquette University to share our commitment to the pursuit of excellence in all things as a life-long endeavor. They come to join a community whose members — faculty, staff, students, trustees, alumni and friends alike — believe that education must encompass the whole person: spiritual and moral as well as intellectual, the heart as well as the mind. And they come seeking the educational, professional and cultural advantages of a university located in the heart of the city. We, in turn, take seriously our responsibility to foster and support excellence in teaching and research, to keep a Marquette education accessible to a diverse population of students, and to offer personal attention and care to each member of the Marquette community.

## **Faith**

As a Catholic university, we are committed to the unfettered pursuit of truth under the mutually illuminating powers of human intelligence and Christian faith. Our Catholic identity is expressed in our choices of curricula, our sponsorship of programs and activities devoted to the cultivation of our religious character, our ecumenical outlook, and our support of Catholic beliefs and values. Precisely because Catholicism at its best seeks to be inclusive, we are open to all who share our mission and seek the truth about God and the world, and we are firmly committed to academic freedom as the necessary precondition for that search. We welcome and benefit enormously from the diversity of seekers within our ranks, even as we freely choose and celebrate our own Catholic identity.

## **Leadership**

As a Jesuit university, Marquette embodies the intellectual and religious traditions of the Society of Jesus. Through an academically-rigorous, values-centered curriculum, our students receive a firm grounding in the liberal arts, preparation for work in a world of increasing complexity and diversity, and formation for life as ethical and informed leaders in their religious, cultural, professional and civic communities. They work with and learn from faculty who are true teacher scholars, whose research not only advances the sum of human knowledge, but also informs their teaching, and whose commitment to students is fundamental to their intellectual and professional lives.

## **Service**

Through both our academic and co-curricular programs, Marquette strives to develop men and women who will dedicate their lives to the service of others, actively entering into the struggle for a more just society. We expect all members of the Marquette community, whatever their faith tradition, to give concrete expression to their beliefs by giving of themselves in service to those in need.

All this we pursue for the greater glory of God and the common benefit of the human community.



## **STATEMENT ON HUMAN DIGNITY AND DIVERSITY**

As a Catholic, Jesuit University, Marquette recognizes and cherishes the dignity of each individual regardless of age, culture, faith, ethnicity, race, gender, sexual orientation, language, disability or social class. Precisely because Catholicism at its best seeks to be inclusive, we are open to all who share our mission and seek the truth about God and the world. Through our admissions and employment policies and practices, our curricular and co-curricular offerings, and our welcoming and caring campus environment, Marquette seeks to become a more diverse and inclusive academic community dedicated to the promotion of justice.

Our commitment to a diverse community helps us to achieve excellence by promoting a culture of learning, appreciation and understanding. Each member of the Marquette community is charged to treat everyone with care and respect, and to value and treasure our differences. This call to action is integral to the tradition, which we share.

## **HISTORY & PURPOSE**

Marquette University is an independent, coeducational institution of higher learning founded in 1881 by members of the Society of Jesus, a Catholic religious order established in 1540 by St. Ignatius Loyola.

The university is named after Father Jacques Marquette (1637-1675), a French Jesuit missionary and explorer in North America. He came to the New World to convert Native Americans to Christianity, and that desire led him to explore the continent. In 1673, as part of an expedition, which traveled the Mississippi River, he was one of the first Europeans to visit the Milwaukee area.

The origins of Marquette University lie in the desires of the first Catholic bishop of Milwaukee, John Martin Henni, to start a Jesuit college in his diocese. While on a fund-raising trip to Europe in 1848-1849, he obtained a pledge of \$16,000 from Guillaume DeBoey, a Belgian businessman, and Henni asked Jesuits to open a school in Milwaukee. Moreover, mindful of Jacques Marquette's work as a missionary and explorer in the Midwest, Henni proposed that the institution be called Marquette College. But the Jesuits lacked personnel to staff such an institution for decades, and Marquette College did not open until 1881.

Marquette remained a small liberal arts college for men at 10<sup>th</sup> and State Streets until 1907. That year, its leaders obtained a university charter from the State of Wisconsin and moved operations to a new building, completed in 1894, on Wisconsin Avenue east of Gesu Church. Between 1907 and 1913, Marquette expanded to include divisions of medicine, dentistry, nursing, pharmacy, law, business, engineering, music, and journalism.

In 1909, influenced by requests from local Catholics and the Archbishop of Milwaukee, as well as by the needs of Catholic parochial schools for certified teachers, the president of Marquette decided that the university would conduct a summer school (itself an innovation for Catholic colleges and universities) and admit female students. By 1917, 375 women attended Marquette. Currently, women total about 49 percent of the Marquette student body.

Following World War II, enrollment at Marquette increased dramatically, as happened at other American colleges and universities. Demand for graduate and professional education grew, and the university's student body became more national in its composition. In the 1960s and 1970s, Marquette introduced doctoral programs in various fields, including religious studies, biology, history, and chemistry. In 1969, the university expanded its Board of Trustees. At the present time, both Jesuits and lay people serve as members of the Board of Trustees.

The founders of Marquette were witnesses to their belief that, within the arena of higher education, there was room and there were reasons for alternative approaches to the higher education mission. Specifically, they judged the propriety of and need for an institution, which, in the Jesuit tradition, would provide a Catholic setting for liberal arts education.

While Marquette shares with all genuine universities a commitment to all approaches to truth, it derives a distinctive character from its deep involvement in and dedication to professional and graduate education and scholarly research. It has built and continues to develop a faculty with diverse religious convictions, demanding only that in their efforts they conform to the highest standards of academic achievement. Marquette is committed unreservedly to open and free inquiry and to the development of the student as a total human person. The university's energies are significantly dedicated to exploring the depths of theology, probing the reaches of philosophy, and searching for the interactions of ethical values within all facets of human endeavor.

Today, Marquette University has a campus of approximately 80 acres and 50 buildings located on the western edge of downtown Milwaukee. It consists of several colleges, schools, and programs and continues to stress the liberal arts. It remains committed to offering and education marked by intellectual excellence, the Judeo-Catholic tradition and service to others.

## **SCHOOLS AND COLLEGES OF THE UNIVERSITY**

College of Arts & Sciences  
College of Business Administration  
College of Communication  
College of Engineering  
College of Health Sciences  
College of Nursing  
College of Professional Studies  
Graduate School  
Law School  
School of Dentistry  
School of Education

## **ORGANIZATIONAL STRUCTURE**

The university administration is organized functionally into eight major divisions, each overseen by an area Vice-President. As the Chief Operating Officer, the university President reports to a Board of Trustees, which oversees the primary governance of the university. The Provost reports to the President and has primary responsibilities for academic functions. The Senior Vice President also reports to the President and has primary responsibilities for operational and non-academic functions. The primary operational areas of the university include:

Office of Administration  
Office of Finance  
Office of General Counsel  
Office of Marketing and Communication  
Office of Mission & Identity  
Office of the Provost  
Office of Public Affairs  
Office of Student Affairs  
University Advancement

## **POLICIES AND PROCEDURES**

Marquette University reserves the right to establish and carry out specific policies and procedures which, in accordance with the applicable Federal, State and Local laws, are utilized and adhered to in the conduct of the legitimate business of the university. Such policies and procedures, established in accordance with applicable law, constitute the university's "management rights" provision.

The Marquette University Policies and Procedures Manual, (UPP), is a resource document for established business, employment and general operating policies currently in place. A copy of the updated manual is posted on the web and is revised on a periodic basis. Employees on campus may access the Policies and Procedures Manual electronically via the Internet at

[www.marquette.edu/upp](http://www.marquette.edu/upp). Questions regarding the Policies and Procedures Manual or specific policies may be directed to the Department of Human Resources at extension 8-7305, or to the appropriate issuing department.

**ATHLETIC TICKETS**

NCAA Division I intercollegiate athletic programs for men and women at Marquette provide numerous spectator opportunities for employees and their families. The *Golden Eagles* participate in the Big East Conference. Athletic tickets are available to employees, in some cases on a discounted basis. Regular full-time and part-time employees are eligible for these discounts when they are offered. All employees regularly receive season ticket information (i.e., men's and women's basketball), and other athletic program information from the Department of Intercollegiate Athletics. For schedules and specific ticket information, call or stop by the Athletic Ticket Office, located in the Al McGuire Center.

**CAFETERIAS**

Within the Alumni Memorial Union (AMU) there are several dining facilities for students and employees. The university contracts with Sodexo to provide campus food services, both within the AMU and in the various residence halls. In addition, there are numerous dining establishments in Campus Town (along Wells Street) and other locations near the Marquette campus. Employees and guests are welcome to utilize certain Residence Hall dining facilities for a reasonable cost.

**CAMPUS SAFETY & SERVICES**

As an integral part of the Milwaukee community, Marquette University prides itself in being part of Milwaukee's vibrant urban environment. Recognizing this, the university strives to educate and protect all members of the Marquette community regarding personal safety and crime prevention through a wide variety of safety programs and highly visible services.

Marquette maintains its own Department of Public Safety as a security and safety service to the university community. The Department is located on the first floor of the parking structure, 749 N. 16<sup>th</sup> St. (between Wisconsin Ave. and Wells St.). This location houses Public Safety Administration, Officer Operations, Communications Center and Student Safety Programs. Public Safety operates 24 hours a day, every day. Services can be obtained by calling 288-6800. In cases of emergency, students and employees should contact Public Safety's emergency line by dialing 8-1911 from any campus extension or 288-1911 from any off campus phone.

The Department also maintains an outdoor "Blue Light" telephone system. When a Blue Light phone receiver is lifted, the user is in direct contact with the Public Safety Communications Center. The Communications Officer will know the exact location of the caller, which enables assistance to be dispatched immediately.

Public Safety operates a Victim/Witness Services program, which assists students and employees who have either been victimized by or witnessed a criminal act. In addition, a wide

variety of crime prevention and safety awareness programs are made available to groups that are interested in promoting safety.

The LIMO (Local Inter-campus Mobile Operation) program provides a means for Marquette students and employees to travel safely between the Marquette campus and adjoining residential areas. The LIMO program operates from 5:00 p.m. to 3:00 a.m., seven nights a week, year round.

A Student Safety Patrol (SSP) program, staffed by students in bright yellow windbreakers, serves the campus by observing and reporting suspicious activity while patrolling assigned areas. The SSP also provides an escort service to employees who need to travel on campus during off hours. This service is available by calling Public Safety at 8-6363.

### **CASHIER SERVICES**

A check cashing service is available to members of the university community. There are two locations, one at the Office of the Bursar and one in the Alumni Memorial Union. Employees must present a valid university I.D. card and pay a nominal fee (currently \$.25 per check) in order to use this service. Weekly cash limits are imposed and no “second-party” checks are accepted. In addition to the check-cashing service, TYME machines are located in the Alumni Memorial Union, in the lobby of the Public Safety Department, and in various other campus locations.

### **CHILD CARE CENTER**

The Krueger Parent and Child Care Center, located at 749 N. 17<sup>th</sup> St. on the west side of the Marquette campus, offers child care services to all employees, students and alumni. Accredited and licensed by the State of Wisconsin, Department of Health and Social Services, Division of Community Services, the Krueger Parent and Child Care Center is fully staffed and able to provide child care services for children ages six weeks through six years (through eight years for Summer Program). It also offers a four- and five-year old kindergarten program. Competitive fees are charged. Interested employees should contact the Center at 288-5655 for details regarding rate schedules, fees and hours of operation.

### **CREDIT UNIONS**

Marquette University does not operate its own on-campus credit union. However, information on membership and services offered by several local credit unions to Marquette employees is available from the Department of Human Resources, Straz Tower, Room 185.

### **DIRECTORY**

The Marquette University *Campus Directory* is issued yearly to all employees and offices on campus, usually in September of each year. In addition to campus phone numbers, addresses and office locations, it provides valuable information pertaining to Public Safety procedures, organizational and office changes, the university voice mail and telephone systems, the Board

of Trustees, the university Organizational Structure, the Jesuit Community, a university Resource Guide, and a campus map. It is a very useful resource for all employees.

## **DISABILITY SERVICES**

The Office of Student Educational Services, located in the Alumni Memorial Union, contains a Disability Services Section (headed by the Coordinator of Disability Services) to address the needs and issues of students with disabilities. The Coordinator assists individual students with their concerns and acts as a liaison between the university and various community agencies and entities in matters of importance to students with disabilities. Employees with disabilities who wish to discuss their job duties, accommodation requests, concerns or any workplace issues related to their disabilities should contact the Associate Vice President of Human Resources, or his/her designee, in Straz Tower 185, extension 8-7305.

## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

Marquette offers, free of charge, an employee assistance program (EAP) to all employees and their family members. The EAP is a confidential resource and counseling service intended to assist employees with problems or concerns relating to family, financial, alcohol, drug, marital, emotional and psychological areas. The EAP is administered by an outside organization called SYMMETRY. Brochures and information, including contact numbers, office location and hours on SYMMETRY are available in the Department of Human Resources. EAP services over and above those offered by SYMMETRY are available to those employees enrolled in the EPO Health Insurance Plan through Aurora.

## **EMPLOYEE RECOGNITION**

The university honors and acknowledges its employees through various recognition events and programs. Though certainly not all-inclusive, the following are a few of these important activities.

The *Quarter Century Club* inducts and honors employees with 25 years of continuous service to the university. A recognition banquet is held annually for current and new members.

The *Length in University Service Awards* program recognizes employees who reach milestone anniversaries with Marquette University. These awards are given to employees at five-year length of service intervals.

The *Père Marquette Dinner*, to which all administrative and faculty employees are invited, honors three Excellence in Teaching award recipients annually. The *Père Marquette Picnic* is a social gathering, held and sponsored each year by the Committee on Administrators, to which all employees are invited.

The *Support Staff Appreciation Luncheon* is held each summer to honor and acknowledge the many valuable contributions made by the university's support staff workforce.

The *Excellence in University Service Awards* are presented each year to two non-exempt support staff employees and one exempt administrative employee to recognize their achievements and excellence in service to Marquette University.

The *All-University Christmas Party* is held each December at a campus location. All employees are invited to attend.

The *Perfect Attendance Award Program* for non-exempt support staff employees rewards perfect attendance with special recognition.

## **FABER CENTER FOR IGNATIAN SPIRITUALITY**

The Faber Center for Ignatian Spirituality serves faculty, administrators, and staff at Marquette University by helping each person who participates in its programs to be more aware of his or her distinctive relationship with God as found in his or her own vocation and manner of living. The Faber Center is grounded in the Spiritual Exercises of St. Ignatius of Loyola, the founder of the Society of Jesus.

The Center offers seminars and reflection groups, retreats, individual spiritual direction and a space for reflection on the integration of faith in each person's life. If one at Marquette wants to deepen his or her relationship with God, grow in Ignatian spirituality or wants more information, he or she may call the Faber Center at 288-5059. If the proposed retreat is not sponsored by The Faber Center for Ignatian Spirituality, the person must consult the Office of Mission and Identity for a confirmation that the proposed retreat meets the intent of this policy.

## **HELFAER THEATRE**

The Performing Arts Department of the College of Communication stages several major productions each academic year. These productions provide laboratory experiences for Marquette students, perform a cultural service to the university and the Milwaukee community, and provide excellent entertainment to employees and their families.

The box office is located in the Evan P. and Marion Helfaer Theatre on the south end of campus. The theatre includes a 226-seat complex and teaching facilities. Individual and season tickets are available at a discount to employees. For more information, call the theatre ticket office at 288-7504.

## **INFORMATION CENTER**

Located on the second level of the Alumni Memorial Union, the Information Center is a valuable central resource for information about university events, organizations and related community activities. Phone numbers and locations of university offices are available at the Information Center. The phone number of the Information Center is 288-7250.

## **INFORMATION TECHNOLOGY SERVICES**

The Department of Information Technology Services provides not only students but also faculty and staff with voice and data communications, computer-based services and various job-related computer training and information. The Department operates a Help Desk for employees who need work-related data systems assistance. Computer labs are located in Cudahy Hall and are open to all university employees with proper identification. The Department also oversees the university's phone system.

## **LIBRARIES**

Marquette University employees have access to the collections and services of several campus libraries. Collections consisting of more than one million volumes are housed in three main facilities: Memorial Library for the humanities, social sciences and general collections; the Science Library for the basic sciences, mathematics, computer science, nursing, related health sciences, dentistry and engineering; and the Law Library for legal volumes.

Memorial Library also includes the Department of Special Collections and University Archives with collection emphasis upon Christianity in Native North America, Indian spirituality, Catholic social action, Jesuit history, JRR Tolkien and other literary holdings. Contemporary and historical materials relating to Marquette University constitute a significant portion of university Archives.

The John P. Raynor, S.J. Library, which opened in September 2003, has focused extraordinary emphasis on the adaptive use of technology. The new library helps Marquette University educate students and train leaders in the Ignatian ideals. A first among colleges and universities, this new facility fulfills the Jesuit tradition of education-to make learning dynamic and lively, to engage students in the real world, to encourage life-long learning, and to enable students to discern truth from information and turn information into knowledge. The Raynor Library reached beyond the traditional services of the Memorial and Science libraries. Marquette's vast collection of books will be available, as it always has been, for students to use and browse through as they immerse themselves in worlds of imagination, research, exploration and reflection. But the Raynor Library is not solely a repository for books. This progressive new facility houses the programs, technology and tools that will provide Marquette students with the practical skills they will need as they enter their professional lives.

Additionally, the School of Education maintains the Education Resources Center of curriculum materials and the Ralph C. Hartman Education Center of children's books. The holdings of the three main libraries are identified in the online catalog "MARQCAT," which is accessible via the Web at <http://libus.csd.mu.edu>. Through Marquest, it is possible to examine library catalogs in the state, the region and on a worldwide basis.

## **LOST AND FOUND**

The Department of Public Safety maintains the official Lost and Found depository for the university. Recovered items can be brought to 749 N. 16<sup>th</sup> Street, where they will be inventoried and stored securely for no less than 90 days. Inquiries can be directed to Public Safety at extension 8-6800.

## **MARQUETTE CARD**

The Marquette Card serves as an official employee identification card for all regularly employed, full-time and part-time employees. The card is to be presented whenever identification is required and offers students and staff convenience and safety. The Marquette Card can be used to make purchases at both on- and off-campus locations. The card must be presented upon request of proper university authorities. Questions regarding lost or stolen cards may be directed to Marquette Card Services (288-3770). A fee will be charged for replacement cards.

## **MISSION & IDENTITY**

The Office of Mission and Identity exists to support every member of the Marquette community in integrating his or her work with the underlying purpose and values that animate Marquette as a Catholic, Jesuit University. By promoting opportunities for reflection, attentiveness and action, the Office encourages faculty, and staff of every faith to see their work as part of a larger effort to serve the common good and explore the various ways in which faith and justice are at the very heart of a Marquette's education. The Office of Mission and Identity works in partnership with the Faber Center for Ignatian Spirituality, the Manresa Project and University Ministry, and maintain an ongoing dialogue with key university office (Provost Office, Office of the Senior Vice President, College Offices, Student Affairs, Human Resources and the like) in order to support their efforts in the area of mission integrity and mission leadership. Its work is highly collaborative, since every office and effort on campus plays a part in realizing Marquette's Mission.

### **Our Role**

Specifically, the Office of Mission and Identity:

- Introduces new members of the Marquette community to the culture, values and heritage of the University;
- Supports faculty, staff, administrators, students, alumni/ae and trustees in their professional and personal exploration of Marquette's mission, faith and intellectual life, Jesuit higher education, and Ignatian spirituality;
- Offers individual and group opportunities for reflection and discussion on vocation and the integration of mission with daily work;

- Provides mission-related written and human resources on teaching, research, administration, support service, and issues of faith and justice;
- Promotes, with others, the creation of a learning community, rooted in the University's four values of Excellence, Faith, Leadership and Service.

In the tradition of the founder of the Society of Jesus, St. Ignatius Loyola ("Love is to be found much more in deeds than in words"), we at Marquette seek to make our actions the test of our convictions. Our Mission Statement and Statement on Human Dignity and Diversity commit us as a Catholic, Jesuit University to the search for truth, the discovery and sharing of knowledge, the fostering of personal and professional excellence, the promotion of a life of faith, and the development of leadership expressed in service to others. Everyone who is part of Marquette — faculty, staff, administrators, trustees and alumni/ae — enters into this covenant with each new generation of our students.

## **MUSEUM OF ART**

The Patrick and Beatrice Haggerty Museum of Art houses the university's permanent collection of more than 5,000 works from the 16<sup>th</sup> through the 20<sup>th</sup> century in the areas of paintings, prints, drawings, photographs, sculptures, and the decorative arts.

In 1955, the university began to accept works of art into a collection of its own, comprised entirely of gifts from generous benefactors and other friends of the university. The Haggerty Museum Collection is an educational opportunity for Marquette employees, students, and the community at large. The building, which houses the collection, was made possible through the efforts of the Marquette Women's Council as part of the university's centennial celebration in 1981.

## **NEWS & VIEWS**

### **MARQUETTE MATTERS (Employee Newsletter)**

The official newsletter for the Marquette employee population is entitled **Marquette Matters** and is published during the academic year by the Office of Public Affairs. It contains various news items and announcements of importance to Marquette faculty and staff. It is mailed directly to all employees via campus mail.

## **OFFICE OF THE OMBUDS**

The Office of the Ombuds is a resource for faculty and staff who wish to explore questions, concerns or complaints about workplace issues informally and 'off the record'. The Ombuds Office is confidential, impartial, independent and informal and can offer support and guidance in a variety of situations. The office of the Ombuds is located in Cudahy Hall, Room 404. It is generally advisable to make an appointment prior to visiting the Ombuds Office.

## **PARKING**

Parking on the Marquette University campus is overseen by Parking Services. All vehicles that are parked on university property, including employee vehicles must be registered with this office and have a valid permit displayed. To arrange for a parking permit and an assignment to a specific lot, new employees must apply through the Parking Services Office, located at 1240 W. Wells Street in Parking Structure 2. Thereafter, parking information and application forms are mailed directly on an annual basis to all employees.

As an employee, fees for parking are charged on a pre-tax basis through a monthly payroll deduction. New permits may be applied for at any time throughout the year.

University citations are issued to violators of campus parking policies. To avoid unnecessary parking problems, it is recommended that you familiarize yourself with the published parking regulations of the university. If you have any questions, or if you would like to receive a parking brochure, stop by Parking Services or call 288-6911.

## **RECREATIONAL FACILITIES**

The Helfaer Tennis Stadium and Recreation Center, located on the west side of campus, provides the Marquette community with one of the finest recreational and exercise facilities in the Midwest. It was designed and is operated to give its users great variety and choice in their recreational pursuits. It is open, by membership, to students, employees and alumni.

The Rec Plex is a convenient fitness facility that offers a health club atmosphere. It is located in Straz Tower on the east end of Marquette's campus.

Valley Fields, along the Menomonee Valley just south of campus, offers playing and recreation fields for soccer, football and track. It is available to students and employees.

Membership fees for the Rec Center and the Rec Plex may be paid through payroll deduction at the start of the academic year. Reservations for tennis, racquetball, handball, squash and wally ball courts can be made in advance by telephone.

## **SAVINGS BONDS**

The university participates in the US Payroll Savings Bond Plan for employees. As an employee, you may elect to participate in the plan by authorizing deductions to be made from your paycheck for the purchase of Savings Bonds. Applications and additional information may be obtained from the Payroll Office or from the Department of Human Resources in Straz Tower, Room 185.

## **SPEECH AND HEARING CENTER**

The Speech and Hearing Center offers specialized speech and hearing services that are utilized as practicum experience for students in training. They include speech and/or language evaluation, speech therapy, language therapy, and hearing rehabilitation. The Speech and Hearing Center accepts applications for service to persons of all ages with all types of speech and language problems. Marquette employees and their family members may utilize the services of the Speech and Hearing Center. For details, call the Center directly.

## **STUDENT UNION**

The Alumni Memorial Union (AMU) provides students, alumni, university employees, and guests with a comfortable and inviting environment for a variety of activities and meetings as well as a location to relax, eat or study. Union facilities include several food service areas featuring a wide variety of cuisines, a game room, several ballrooms, check cashing services, a retail shop featuring *Golden Eagle* memorabilia, a chapel, postal service, meeting rooms, and other facilities which enhance the out-of-the-classroom experience and provide an excellent opportunity for employees to participate in the Marquette experience. Programs held in the AMU, along with the Annex, include lectures and seminars, concerts, receptions, films, dances, dinners and sports activities.

## **UNIVERSITY MINISTRY**

Twenty-five years ago, Marquette University established a campus ministry in an effort to better serve the spiritual needs of its students, faculty and staff. Renamed “University Ministry” in 1995, its goals remain consistent:

- Developing a faith community through prayer, small group faith sharing and retreats.
- Providing pastoral care through individual pastoral counseling and small support groups.
- Facilitating a vibrant worshipping community through preparation of liturgical ministries.
- Offering opportunities for Christian service and reflection on justice issues.
- Providing opportunities for worship and faith development for those of all faiths.

Located on the second floor of the Alumni Memorial Union, and with a presence in all student residence halls, University Ministry offers to all Marquette employees and students ongoing opportunities for faith information, retreats and weekend offerings, pastoral care, prayer and worship and education for justice activities. For more information, including a calendar of activities and services offered by University Ministry, employees can call 288-6873.

## **UNIVERSITY STORES & BANKING SERVICES**

University stores are located in two facilities on campus. They are open to all students and employees as well as to the general public. Certain discounts are available to regular full-time

and part-time Marquette employees. You must present a valid MU identification card to receive applicable discounts.

*The Book Marq*, operated by Follet College Stores, provides general reading materials, computer software, textbooks and supplies related to all classroom and academic needs. It is the primary resource for students seeking books and supplies for their studies. The Book Marq is located in Campus Town at 818 N. 16<sup>th</sup> Street near the corner of 16<sup>th</sup> & Wells.

*The Marquette Spirit Shop*, located on the ground floor of the Alumni Memorial Union, is a retail shop, which sells gifts, Marquette sportswear, greeting cards, and other miscellaneous items. Employees are eligible to receive a 20% discount on all non-sale price items at the Marquette Spirit Shop.

*U.S. Bank* has a Marquette office located on the first floor of the Alumni Memorial Union. Banking services include Employee Workplace Checking, offering special privileges to participants.

## **UNIVERSITY VEHICLES**

The university own and operates a number of “pool” vehicles including vans, trucks and automobiles. In some cases, these vehicles may be used by Marquette employees for legitimate business travel within 150 miles of Milwaukee. Specific requirements and departmental charges, as outlined in the University Policy and Procedures, apply.



## **UNITED WAY**

Historically, the university has supported and promoted the United Way of Greater Milwaukee through an employee-giving program. Consistent with Marquette’s belief in “cura-personalis” (care for the person), employees are given the option of contributing to the United Way of Greater Milwaukee each October to help those truly in need within the Milwaukee community. Your thoughtful contribution is greatly appreciated, but in no way will you be pressured into participating if you choose not to.

## **WELLNESS PROGRAMS**

The university has established an Advisory Wellness Committee in conjunction with the university’s health care programs. The committee is comprised of employee representatives from the Faculty, Support Staff and Administrative groups and meets on a regular basis. The Wellness Committee coordinates various wellness activities and lunch hour presentations, generally on a quarterly basis. All employees are encouraged to support and participate in these wellness programs.

## **EMPLOYMENT POLICIES**

## **SECTION 3**

### **AFFIRMATIVE ACTION STATEMENT**

Marquette University has proclaimed on a number of occasions, both public and private, that historically as a Christian and Catholic institution it is dedicated to the proposition that all human beings possess an inherent dignity in the eyes of their Creator, and equality as children of God. The university entirely and consistently disowns, as a matter of principle, any unlawful or wrongful discrimination against the rights of others. It tolerates no such discrimination in its internal affairs and deplors such discrimination wherever it may exist. The university is committed to the principle of equal opportunity in admissions, financial aids, employment, and housing regardless of race, color, sex, religion, age, disability, veteran's status, or national origin. The university is also committed to the principle of affirmative action.

While Marquette does not discriminate in any manner contrary to law or justice in its educational program or activities, including employment and admission practices, it cherishes its right and duty to seek and retain personnel who will make a positive contribution to its religious character, goals, and mission.

As Marquette is a religious educational institution with Jesuit orientation, sponsorship, and support, it reserves the right to maintain its heritage and destiny as a Christian and Catholic witness in higher education. As a religious educational institution, the university may grant preference to Jesuits in its employment practices.

The Affirmative Action Officer, located in Straz Tower, 185 is a resource for employees and students on issues related to the university's equal employment opportunity and affirmative action policies and programs. Members of the Marquette University community may contact the Affirmative Action Officer with a concern relative to affirmative action, to seek information or counsel or to file a complaint regarding employment discrimination. Issues related to disability or veteran's status, however, should be reported to the Associate Vice President of Human Resources. The university is committed by law, and in spirit, to affirmative action in all employment policies and practices.

### **EQUAL EMPLOYMENT OPPORTUNITY**

Marquette University does not discriminate in any manner contrary to law or justice on the basis of race, color, gender, age, religion, disability, sexual orientation, veteran's status or national origin in its educational programs or activities, including employment and admissions. At the same time, Marquette cherishes its right and duty to seek and retain personnel who will make a positive contribution to its religious character, goals, and mission in order to enhance the Jesuit, Catholic tradition. All policies are administered in a manner consistent with our Catholic, Jesuit identity. Reasonable workplace accommodations will be made, upon request, for employees with disabilities. Employees with requests, concerns and/or complaints

regarding disability and/or veteran's status should contact the Associate Vice President of Human Resources.

## **COLLECTIVE BARGAINING**

Marquette University believes that good management results in good employee relations. In recognizing the right of individuals to affiliate with collective bargaining units, the university does so without surrendering its right to manage. The management and administration of the university are vested exclusively with the Board of Trustees, the President and his designated representatives. Employees belonging to a bargaining unit are subject to all university policies, rules and regulations.

## **EMPLOYMENT OF RELATIVES**

The criteria for employment with Marquette University are appropriate job-related skills, experience and qualifications. Marriage and family relationships constitute neither an advantage nor a disadvantage in consideration for employment. No individual, however, will be hired into a position, which is directly supervised by a relative who has or may have direct effect on the individual's progress or performance. For the purpose of this policy, "relative" includes, but is not limited to, mother, father, spouse, brother, sister or children. The Policies and Procedures should be consulted for additional information related to the application of this policy.

## **EMPLOYMENT OPPORTUNITIES**

Employees are encouraged to explore career development opportunities at the university. All employees are encouraged to gain the necessary skills, training, and work experience needed to qualify for advancement opportunities. The university believes strongly in internal staff development and promotion from within whenever possible. A promotion is defined as a change from one position to another position classified at a higher band level, and is usually accompanied by an increase in salary. A transfer is a change from one position to another within the same band level, and normally does not come with an increase in salary. In all cases, the most qualified candidate for the position will be selected as determined by the Department of Human Resources and the hiring department.

Employees who have completed at least six months of service in their present position may apply for transfer or promotion. Employees with less than six months of service may apply for transfer or promotion if the new position is in their current department.

The Department of Human Resources announces position vacancies within the university on the [Careers@Marquette](http://careers.marquette.edu) website, which is updated on a daily basis. In order to be considered for a position, employees must apply prior to the application deadline. To apply for a position, employees must apply online at <http://careers.marquette.edu>.

The Department of Human Resources reviews the credentials of each employee applying for support staff vacancies, coordinates the interview process with the hiring department, and extends all offers of employment. The Department of Human Resources is also responsible for the wage and salary information and must approve all new salaries before an offer of employment is made. Employees selected for internal promotion or transfer is expected to give their present supervisor an appropriate notice (usually two weeks) period so that appropriate arrangements can be made.

## **EXIT INTERVIEWS**

Exit interviews with the Department of Human Resources are normally scheduled for support staff and administrative employees who leave the university. Employees are encouraged to provide candid comments and suggestions, which can help to improve future university/employee relations and ultimately make Marquette University a better place to work. In some cases, the Human Resources representative will relay the employee's comments to the appropriate supervisor or department head, unless specifically requested not to by the exiting employee. Where an in-person exit interview is not possible, the Department of Human Resources will mail the Exit Interview form to the departing employee for completion and return.

## **IMMIGRATION LAW COMPLIANCE**

Marquette University employs only United States citizens or other individuals who have the legal right to work in the United States. The university complies with all pertinent rules and regulations regarding immigration law. By law, all employees must provide proof of identity and eligibility within 72 hours of their first workday. To retain their employment status, employees must provide proof of continued eligibility no later than 72 hours after their work eligibility expiration date.

## **NEW EMPLOYEE ORIENTATION PROGRAM**

All new support staff and administrative employees are required to attend the New Employee Orientation, conducted by the Department of Human Resources, within the first few weeks of employment. During this program, information is shared regarding the history, mission and philosophy of the university, personnel policies, equal employment opportunity, affirmative action, safety and security, benefits, and related items. In addition, other programs and services are addressed with the university in its entirety. Employees are encouraged to ask questions and seek information so that they will understand the guidelines that affect and govern their employment relationship with the university.

## **NEW FOLKS CONVOCATION**

Each August, prior to the start of the Fall semester, the Offices of Mission and Identity, the Provost, the Senior Vice President and the Department of Human Resources sponsor and conduct a university – wide orientation for all new employees, known as the “New Folks Convocation”. The target audience for the Convocation includes all university faculty members, staff and administrators hired during the prior 12-month period. It is designed to offer each of these “new folks” a warm welcome to Marquette, a sense of collegiality with others at the university, an introduction to what it means to integrate their work with the university’s mission and an orientation to some of the practical aspects of their role as a Marquette University faculty member, staff member or administrator. The Jesuit tradition and Ignation spirituality are also discussed and explored at the important annual welcome.

## **ORIENTATION/PROBATIONARY PERIOD**

All new, and current employees who change positions, complete a trial period, typically three months or 90 days, which serves as both an orientation and a probationary period. Employees represented by collective bargaining agreements may have different probationary periods. Satisfactory completion of this period in no way implies or guarantees subsequent continued employment with the university. This period is designed to allow an appropriate orientation, training and evaluation period for the staff member. It also provides time for employees to assess their aptitude and interest in the job. If the university or the employee concludes that continued employment is not in their best interest, either party may end the relationship for any reason. This “at-will” relationship, however, is true at any time the employment relationship is in effect.

The supervisor will provide training, guidance, and feedback throughout the orientation period, giving the new employee the opportunity to reach the desired level of performance in a timely manner. All employees are subject to corrective counseling. However, supervisors of employees in an orientation period will not normally be required to complete all of the usual corrective counseling steps prior to terminating an unsatisfactory employee. In the event that an internal employee who changes jobs within Marquette is unable to successfully complete the orientation period, the supervisor and the Department of Human Resources will attempt to place the employee in another position within the University.

Employees in an orientation period have the same benefits as all other university staff employees, except where specifically stated otherwise in university policies or governing labor contracts. Employees who have transferred or been promoted are eligible to use their accrued vacation time during the orientation period and will maintain their original date of hire as their seniority date.

## **PERFORMANCE APPRAISALS**

To ensure that all support staff and administrative employees perform their jobs to the best of their ability, the university has instituted a performance appraisal system which stresses the

importance of employees being recognized for good performance and receiving appropriate suggestions for improvement as necessary. Consistent with this goal, performance will be evaluated in writing at least once each year by supervisors through the university Performance Appraisal System. This performance appraisal also provides an opportunity for an employee to discuss with their supervisor any concerns they may have regarding their position or performance. The goal of the performance appraisal is to enhance the employee's job performance while establishing good communication channels between the employee and the supervisor.

## **PERSONNEL RECORDS**

Personnel records for support staff and administrative employees are maintained by the Department of Human Resources in Straz Tower, Room 185. Because it is important to have current and updated information in each personnel file, employees are asked to notify the Department of Human Resources of all changes of name, address, telephone number, education, or other information needed for accurate employment records. Personal status change forms may be submitted electronically through the HR webpage ([www.marquette.edu/hr](http://www.marquette.edu/hr)).

Each employee has the right, to the extent permitted by law, to examine his or her personnel file in the presence of a Human Resources representative. These records may be viewed upon written request to the Department of Human Resources. Requests to review records may not exceed two times per calendar year. All original employee personnel records remain the property of Marquette University. However, employees are entitled to copies of certain personnel documents as provided by law.

## **PHOTO IDENTIFICATION CARDS**

The university issues an official photo identification card (the Marquette Card) to all regularly employed, full-time and part-time employees. The card is to be presented whenever identification is required, such as when cashing checks or using the university libraries. New employees are issued photo I.D. cards by Marquette Card Services (located in Union Station, Alumni Memorial Union, Room 158). The card must be presented upon request of proper university authorities. Failure to present the Marquette Card, particularly outside regular hours, could result in a request to leave campus facilities until proper identification is established. Lost or stolen Marquette Cards should be immediately reported to Marquette Card Services (288-3770), or to Public Safety (288-6800). A fee will be charged for replacement cards.

## **PROFESSIONAL ASSOCIATIONS**

The university encourages personal and professional development through membership in professional organizations. Time off to attend meetings and reimbursements for the cost of meeting attendance may be approved by the sole discretion of the department head, dependent upon factors such as budget allowances and the relevance of the activity to the performance of

job duties. Participation in these activities shall not interfere with tasks necessary for effective and responsible job performance.

## **PROFESSIONAL DEVELOPMENT/TRAINING PROGRAMS**

The university expects that employees will engage in continuous learning to further develop their professional skills and personal growth. The university strives to support the development of employees in a variety of ways. *GROW with Marquette* is a program that provides opportunities for professional and personal growth to all employees on a variety of subjects including: computer programs, administrative policies and procedures, supervision, effective communication, stress and time management, leadership, customer service, conflict resolution, diversity, and other valuable subjects. Customized training is also available. The program is coordinated by the university Training and Professional Development Committee and the Department of Human Resources. For additional information, contact the Department of Human Resources or visit [www.marquette.edu/hr](http://www.marquette.edu/hr).

In addition, tuition remission, participation in local and national conferences, attendance at on-campus or local lectures and workshops, and development through various departments and units across campus (i.e., Information Technology Services, Student Affairs, College of Professional Studies and Corporate Outreach), are available to employees.

## **RELEASE OF EMPLOYMENT INFORMATION**

The Department of Human Resources will provide written responses to appropriate written requests for employment verification. Information regarding dates of employment, job title, and full- or part-time status will be provided for verification only via phone upon request. Salary information is released only if the request is accompanied by a signed release from the employee. Additional reference information on current and former employees may be provided only upon receipt of a signed release/authorization form.

Individuals seeking job verifications and references should be referred to the Department of Human Resources. Only factual, quantitative, job-related information on current and former employees can be released, and then only with the proper authorization.

## **RESIGNATIONS**

Support staff employees desiring to resign voluntarily from their employment with the university are expected to submit their resignation in writing to their immediate supervisor no less than 10 working days prior to the last day on the job. Administrative employees are requested to give three to four weeks notice. The employee's supervisor will forward a copy of the written resignation to the Department of Human Resources for processing and record keeping purposes.

An exit interview with the Department of Human Resources is normally scheduled for employees leaving the university (See Exit Interviews).

An employee's last day must be a regularly scheduled workday. Accrued vacation or sick leave cannot be used in lieu of notice. If you have earned vacation time, in accordance with the university's vacation policy, payment for those vacation days will be included in your final check.

An employee who is absent without notice for three consecutive workdays is deemed to have resigned without proper notice. University keys, I.D. card, parking permit, uniforms, and other university property, must be returned. All outstanding debts must be paid or arrangements made for payment on or before the employee's last day.

The termination of your employment ends your continuous service record with the university. Should you ever be re-employed at Marquette, you would start as a new employee, with a new hire date and be treated as a new employee for benefit purposes. Any request for a special "bridge of service" must be submitted in writing to the Associate Vice President of Human Resources, Straz Tower, Room 185.

## EMPLOYEE CONDUCT

## SECTION 4

### ATTENDANCE EXPECTATIONS

The university expects all employees to assume responsibility for their attendance and promptness as an integral part of their employment. Should you be unable to work because of illness, injury or any other reason, you are required to notify your supervisor or his/her representative as far in advance as possible, but no later than your normal starting time on each day of absence. Some departments may require additional notification procedures for absences. See your supervisor for specific departmental requirements.

Employees who are absent or tardy are subject to corrective counseling and, when appropriate, progressive disciplinary action. Excessive absences are defined as **six or more occurrences in any six-month period OR eight or more occurrences in any 12-month period**. An occurrence of absence is defined as any number of consecutive absent workdays. In cases where absence has been for three or more consecutive workdays due to illness, you may need to bring a physician's release before being allowed to return to work. Absences of three consecutive days without proper notification will be construed as job abandonment and will constitute your resignation from the university without proper notice.

### CONFIDENTIALITY

All information concerning employees, students, clients, alumni, donors, and organizations with which the university does business is to be considered privileged and maintained in strict confidence. Individual university departments or units will communicate criteria relative to the departmental confidentiality to their employees as necessary. Violation of confidentiality will be grounds for disciplinary action, up to and including discharge. Information concerning past and present employees, other than essential employment verification, will not be released without the proper written authorization of that person. Student education records are treated as confidential under the Family Educational Rights and Privacy Act of 1974. The policy regarding the release of this information can be obtained through the Office of Student Development.

### CORRECTIVE COUNSELING

Marquette University operates from the assumption that all of our employees are responsible adults who take their work seriously and conduct themselves with pride and self-respect. As such, we believe employees will rarely lapse from competent work habits or violate established rules and regulations. We also believe that employees will quickly correct any lapses in their work and address any violation of rules or policies if brought to their attention in a professional, constructive manner.

The university takes a progressive corrective action approach to helping employees resolve performance deficiencies or addressing policy/rule infractions. This means that most performance deficiencies and procedural infractions are addressed through a systematic and progressive series of interventions.

Typically, minor first offenses are addressed with verbal counseling or reprimands. Serious, or more frequent violations warrant more serious action, up to and including termination. Levels of corrective action include:

1. Verbal warning or counseling.
2. Written warning in the form of a letter or memo.
3. Subsequent or final written warning.
4. Suspension or discharge.

The corrective action chosen will be progressive and will be based on a number of factors including but not limited to, the work record of the employee, previous occurrences of similar incidents, previous corrective action taken, the severity of the incident and the likelihood that changed/corrected behavior would result from the action taken. In cases of serious or grievous infractions, however, accelerated discipline up to and including termination may occur. Deficiencies and infractions include but are not limited to, unsatisfactory work performance, inappropriate work conduct, rule or policy violations, attendance infractions, etc.

Corrective counseling, particularly suspension and discharge, are coordinated with the Department of Human Resources and/or the university's General Counsel. The university's official Policy on Corrective Action is contained in the University Policies and Procedures.

## **DRESS CODE AND PERSONAL APPEARANCE**

Discretion and good judgment on the part of employees in their style of dress and personal appearance are essential to the professional image and the safe operation of the university. Employees are expected to dress in a professional manner appropriate to their working environment and to the type of work performed. The university reserves the right to establish and enforce standards relating to acceptable dress and appearance. Individual departments or units also reserve the right to have their own policy or dress code appropriate to the nature of the work done within that department. Employees should consult their supervisor regarding any dress code requirement specific to their department.

## **DRUG-FREE WORKPLACE POLICY**

Marquette University is committed to maintaining a drug and alcohol-free work environment. The abuse of illicit drugs and alcohol directly interferes with the development and performance of the individual. The effects of that use/abuse diminish the working environment for all. It is a policy of the university that drugs and alcohol in the workplace will not be tolerated. Employees must abide by the spirit and letter of this policy as a condition of employment. In addition, any employee convicted of a drug offense must report such conviction to the Department of Human Resources within five calendar days. In accordance with the Drug-Free Workplace Act, the Department of Human Resources is required to report all such convictions to the appropriate grantor agency, if applicable, and to impose appropriate sanctions against the convicted employee. Such sanctions will include progressive corrective actions, up to and including discharge, and/or providing counseling and drug rehabilitation programs to the affected employee.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited at the university. Prohibited substances include but are not limited to, marijuana and other hallucinogens, opium and other narcotics, cocaine, amphetamines and their respective derivative forms not prescribed by a licensed physician for the treatment of a current medical disorder. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner for the employee and fellow employees.

Violations of this university policy, which includes unlawful conduct, will be subject to corrective action, up to and including suspension or termination for all classifications of employees, depending upon the severity and/or frequency of the violation. Corrective actions will be progressive and applied equally to all employees, with the exception of those employees whose actions necessitate immediate and decisive disciplinary measures including suspension or discharge.

Corrective action normally will be administered in the following order:

1. Verbal warning or counseling.
2. Written warning.
3. Final written warning or suspension.
4. Suspension or discharge.

In the event that an employee is convicted under any criminal drug statute, the employee must report the conviction to the Department of Human Resources no later than five calendar days after the conviction. An employee so convicted may be subject to additional university action depending upon the individual circumstances. For further information on the university's drug-free workplace policy, you may contact the Department of Human Resources or the university's Student Counseling Center.

## **GENERAL RULES OF CONDUCT**

To assist with the efficient operation of the university and to insure the safety and well being of those at the university, the following rules of conduct are in force for all faculty and staff. The rules of conduct are not intended to restrict the legitimate rights and activities of employees, but rather are intended to help employees by defining and protecting the rights and safety of all persons working, attending, or visiting the university. Employees are expected to acquaint themselves with these rules as well as with other work rules specific to their department. The conduct defined below (and specific department work rules) will subject employees to corrective action, including suspension or termination, depending upon the severity of the violation. Violations of accepted policy and practice include, but are not limited to:

1. Falsification or unauthorized altering, deletion or omissions of records, employment applications, time sheets, time cards, work reports, departmental records, or other university documents.

2. Intentional unauthorized disclosure of confidential or privileged information.
3. Unauthorized use and/or possession of intoxicating beverages, narcotics or drugs on university premises; or reporting to work under the influence of intoxicating beverages, narcotics or drugs; being in an unfit condition to work.
4. Behaving in an overtly discourteous, abusive or disrespectful manner toward a fellow employee, supervisor, student or any other member of the Marquette community.
5. Threatening, intimidating or harassing others in the workplace or on university premises. Fighting or engaging in any form of gambling in the workplace.
6. Carrying weapons on university premises unless specifically preauthorized to do so, i.e., employees of Public Safety.
7. Stealing, unauthorized removal, use, loss, damage, or destruction of property belonging to the university, employees, students or visitors of the university.
8. Refusal to follow a work directive, carry out assigned job duties or insubordination toward a manager, supervisor or management representative.
9. Demonstrating any conduct or behavior, which constitutes sexual harassment, racial abuse or discrimination.
10. Use of obscenities or abusive language at work and/or in the workplace.
11. Violating or ignoring workplace safety standards and expectations.
12. Unauthorized or misuse of electronic resources or equipment.
13. Any and all other standards of conduct which the university has established or reasonably has the right to expect in conducting its business.

## **GRIEVANCES & APPEALS**

The university provides all employees various avenues for addressing and resolving disagreements with their supervisor, manager or any other member of the university community. These avenues include both formal and informal grievance procedures. No employee will be retaliated against for filing a grievance or complaint. Any employee may grieve formal corrective counseling, warnings or suspensions, or any action perceived by the employee to be unjust and/or a violation of accepted practices involving university rules and regulations. Application of university employment policy may be grieved if the employee feels that he or she has been adversely affected. However, in all cases the university reserves the right to establish and carry out policies and procedures deemed to be in the best interest of proper university management.

The Department of Human Resources is available to assist employees in determining if an issue qualifies for the grievance procedure. The Affirmative Action Officer is available to assist employees in determining whether the grieved action involves behavior prohibited under the university's nondiscrimination, sexual harassment, racial abuse and/or general harassment policy, and if so, to direct and assist the employee in the university's grievance procedures.

The university encourages resolution of grievances on an informal basis whenever possible. Informal discussion often results in solutions to employment problems more readily than formal procedures. In the interest of good employee relations, employees are encouraged to call attention to any problem relating to employment by discussing the matter with their immediate supervisor. Informal talks with higher levels of supervision may be necessary as a

next step. In some cases, a representative of the Department of Human Resources may be consulted to assist in the resolution of a problem and, in cases of alleged discrimination, discussions with the Affirmative Action Officer may also be appropriate and are encouraged.

In the event that formal discussions are not successful in resolving the problem, the formal grievance procedure may be followed. This procedure has been implemented to assure the employees fair and equitable treatment. It is to be utilized, for employees not otherwise covered under a labor agreement, for the prompt resolution of complaints. Complaints of a general nature should be addressed by the following Standard Grievance procedure. Complaints relating to unlawful discrimination should be handled by the Discrimination Grievance procedure. For complaints of sexual harassment, consult the Sexual Harassment Policy, which is included in its entirety in the Section entitled "Sexual Harassment Policy."

The Standard Grievance Procedure is established below.

## **GRIEVANCE PROCEDURE**

### **Standard Grievance**

In the event that an employee believes he/she may have been treated unfairly or unjustly disciplined, the following procedure may be utilized:

(Step 1) The employee must first take the complaint to the immediate supervisor. The complaint must be in writing, indicating why the employee felt he or she was treated unfairly and what resolution is expected. The supervisor must reply, in writing, to the employee's complaint within five working days from the receipt of the written complaint.

(Step 2) If no mutually satisfactory settlement of the complaint has been reached at the conclusion of Step 1, the employee, within three working days of receipt of the decision, may deliver the complaint in writing to the department head. The departmental head must schedule a meeting with the employee and the supervisor within five (5) working days of the receipt of the written complaint, and will render a written decision within five (5) working days of said meeting. (If the employee's immediate supervisor is the department head, the employee will go from Step 1 to Step 3.)

(Step 3) If no mutually satisfactory settlement of the complaint has been reached as a result of Step 2, the employee, within three (3) working days of the receipt of the decision, may deliver the complaint in writing to the Associate Vice President of Human Resources for further investigation. The Associate Vice President of Human Resources (or designee) must schedule a meeting of the parties concerned within five (5) working days of the receipt of the complaint and will render a written decision within five (5) working days after said meeting. However, if deemed by the department head and by the employee (when that employee is an Administrator) to be in the best interest of the department, the complaint may be advanced from Step 2 to Step 4.

(Step 4) If the complaint is not resolved at Step 3, the employee, within three (3) working days after receipt of the decision, may deliver the complaint, in writing, to the appropriate Vice President or designee for final review and disposition. The Vice President will render a written decision within ten (10) working days of the receipt of the complaint.

### **Discrimination Grievances**

As stated in the Affirmative Action Policy, the university does not discriminate on the basis of race, color, sex, religion, age, national origin, marital status, disability or veteran's status. Also, such discrimination is prohibited by Federal Laws, Executive Orders and State laws which include Title VI and VII of the Civil Rights Law of 1964, the Age Discrimination in Employment Act of 1967 as amended, the Equal Pay Act of 1972, Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973 as amended, the Veteran's Readjustment Act of 1974 and the Executive Orders 1246 of 1965 and 11375 of 1967.

In the event an employee feels that he or she has been discriminated against by any action prohibited by law, he or she may seek the assistance of the Office of Affirmative Action. Informal discussions to resolve the problem are encouraged before a formal complaint is made.

Complaints brought to this office will be handled in a confidential fashion as appropriate will be investigated thoroughly and resolutions will be recommended. An employee may contact this office without fear of retaliation regarding his or her employment status. However, frivolous or fraudulent complaints will not be entertained and may result in disciplinary action.

If a resolution is not reached at this step, the employee may utilize the grievance procedure. In cases of discrimination complaints, final appeals may be made to the Senior Vice President.

### **RACIAL ABUSE AND HARASSMENT**

The university does not tolerate racial abuse or harassment in any form, and such conduct will result in corrective action, up to and including dismissal. Filing a complaint or reporting racial abuse or harassment will in no way jeopardize an employee's position or status with the university, nor will it affect future employment, compensation, work assignment, or status. The university's established Racial Abuse and Harassment Policy follows.

#### **Racial Abuse and Harassment Policy**

Marquette University, as a Catholic institution, is dedicated to the proposition that all human beings possess in inherent dignity in the eyes of their Creator and equality in the eyes of each other. The university entirely and consistently condemns, as a matter of principle, any unlawful or wrongful discrimination against the rights of others.

As the university is committed to maintaining an environment in which the dignity and worth of each member of its community are respected, it is the policy of the university that racial abuse or harassment of or by students, faculty, staff, and guests or visitors will not be tolerated. Such behavior of identified individuals or groups will be subject to appropriate

action including, but not limited to education, probation, suspension, or expulsion from the institution or the campus, and/or civil or criminal action in some instances.

Racial abuse is defined ordinarily as verbal, written, or physical conduct directed at a person or a group based on one's color, race, national origin, or ethnicity where the offensive behavior is intimidating, hostile or demeaning, or which could or does result in mental, emotional, or physical discomfort, embarrassment, ridicule, or harm.

Racial harassment differs from general abuse only in that it is defined ordinarily as repeated, persistent or continual verbal, written, or physical conduct directed at a person or a group or different individuals on separate occasions.

Racial abuse and harassment include not only offensive behavior which interferes with a person's or group's well-being or development, but also such behaviors which interfere with one's employment or educational status or performance, or which create a hostile working, academic, or social environment.

It is a violation for a university person, student, faculty, administrator, staff, guest or visitor, or anyone else acting at the instigation of a university person to:

1. Engage in any form of racial abuse or harassment intentionally or unintentionally on the campus, on the immediately adjoining sidewalks or streets, or in the off-campus area.
2. Retaliate against a person who has initiated an inquiry or complaint having to do with racial abuse or harassment.

Information about a concern or complaint is available from the following offices: Dean of Students, Multicultural Center, Campus International Programs, Academic Deans/Directors, and Affirmative Action.

Anyone with a concern or complaint about a student should contact the Dean of Students, Multicultural Center, or Campus International Programs. Anyone with a complaint about an employee (including a student employee) should contact that person's immediate supervisor. If the complaint is with the immediate supervisor, the employee should contact the supervisor's immediate superior. A complaint about a guest or visitor should be called to the attention of the host or the supervisor of the area or event where the concern has arisen.

Any student or employee may also contact the Affirmative Action Officer for counseling and assistance.

The right of confidentiality for any party involved in a racial abuse or harassment incident, including the complainant and the accused, will be respected insofar as it does not interfere with the university's obligation to investigate allegations of misconduct and to take corrective action where appropriate.

## **MARQUETTE UNIVERSITY SEXUAL HARASSMENT POLICY**

Marquette University is committed to maintaining an environment in which the dignity of each member of its community is respected. Sexual harassment, by, or of, either sex is prohibited by faculty, administrators, staff, students or other individuals who may be present on Marquette's campus or in any other location for a Marquette-sponsored activity. It is also prohibited to retaliate in any way against an individual who has initiated a sexual harassment complaint. The University maintains a "zero-tolerance" stance toward sexual harassment and will address and investigate all complaints in a timely, comprehensive and equitable fashion. Violators of this policy will be subject to appropriate corrective and disciplinary action, up to and including separation or termination from the University.

Academic and non-academic management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent sexual harassment. All members of the University community, faculty, administrators, staff, and students, are required to promptly report, pursuant to these policies and procedures, conduct that could be in violation of this policy.

The University will (1) respond to every formal and informal complaint of sexual harassment reported; (2) take action to provide remedies when sexual harassment is discovered; (3) impose appropriate sanctions on offenders in a case-by-case manner; and (4) protect the privacy of all those involved in sexual harassment complaints to the extent it is possible.

### **WHAT IS SEXUAL HARASSMENT?**

Sexual harassment is defined, within the workplace for employees and/or within the academic and/or residential experience for students, as any unwelcome sexual advances, demands, requests for sexual favors, innuendoes or any other verbal or physical conduct of a sexual nature when:

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education experience; or (2) Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or (3) Such conduct is sufficiently severe and pervasive so as to alter the conditions of, or have the purpose or effect of substantially interfering with, an individual's work or academic performance by creating an intimidating, hostile, or offensive working or educational environment.

Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum, and this policy will not abridge academic freedom. Bona fide "consensual" relationships likewise will not be considered harassment under the intent of this policy.

## **CONFIDENTIALITY**

The University will protect the privacy of all those involved in sexual harassment complaints to the extent it is possible. The University will, to the extent permitted by law, keep confidential all records of complaints, responses and investigations. Allegations of sexual harassment will not be placed in personnel files unless, after appropriate investigation, such allegations have been sustained. Written records of complaints and all other materials relating to such complaints will be marked "CONFIDENTIAL" and will be retained in a separate and secure (locked) file by the Affirmative Action Officer.

## **OBLIGATIONS OF VIGILANCE AND REPORTING**

The University can respond to specific instances and allegations of harassment only if it is aware of them. The University therefore encourages anyone who believes that he or she has experienced sexual harassment to promptly come forward with inquiries, reports or complaints and to seek assistance from the University. In addition, any University employee who becomes aware of instances or allegations of sexual harassment by or against a person under his or her supervisory authority must report it to a University official charged with responding to such allegations and reports: (1) The Affirmative Action Officer; (2) The Associate Vice President of Human Resources; (3) The Dean of Student Development; (4) The Assistant Provost for Operations; (5) The Chief of Public Safety; or (6) The complainant's supervisor.

Reports/complaints received in any of these offices in which the alleged offender is an employee (faculty, administrator, staff or student employee) must, in turn, be immediately reported to the Affirmative Action Officer. Reports/complaints received by any of these offices in which the alleged offender is a student (other than students accused in their capacity as employees) must, in turn, be immediately reported to the Dean of Student Development, who will process such complaints pursuant to the procedures set forth in the Student Handbook, *At Marquette*, and not pursuant to the following procedures. Reports/complainants in which the alleged offender is neither a Marquette employee nor student (e.g., vendors, visitors, etc.) will be processed consistent with any other complaint by notifying one of the reporting officials above, although the university reserves the right to alter or modify the procedures, in its sole discretion, in order to effectively handle these complaints.

## **INFORMAL OPTIONS OF ADDRESSING SEXUAL HARASSMENT**

Any employee or student with a sexual harassment concern or question may contact the Affirmative Action Officer for counsel and assistance. Reports/complaints may be pursued by informal means instead of, or before, a formal complaint is filed. If an informal procedure is ineffective, the formal procedures will remain open to the complainant. The following informal options can be used. (1) An employee or student can communicate verbally with the person whose behavior is unwelcome by indicating that it will in no way be tolerated. (2) An employee or student can communicate in writing, with the person whose behavior is unwelcome by providing a factual description of the incident(s) including date, time, place, specific action, the writer's feelings, consequences, and request that the behavior cease.

**Frequently, such communication will cause the unwelcome behavior to stop, particularly**

**when the person may not be aware that the conduct is unwelcome or offensive.** (3) An employee or student can ask the person's supervisor or the Affirmative Action Officer to speak to the person whose behavior is unwelcome with the intent and expectation that the unwelcome behavior will cease and the matter thus resolved.

The above-outlined informal options may be explored and implemented when a concern or complaint is presented to the Affirmative Action Officer and the person reporting the matter expresses a clear desire to pursue the matter through an informal process, or is uncertain as to whether he/she wishes to be handled informally or formally. However, when the Affirmative Action Officer, or other appropriate university official, determines that the seriousness or urgency of the allegations and information being presented exceeds the bounds of the informal options, the university has the sole prerogative of treating it as an official matter of record and handling the complaint or allegations in a manner determined to be in the best interest of all parties, including the university as the employer. This may or may not include a full formal investigation, as outlined below, but will be at the discretion of the university as to how the matter is to be properly addressed and resolved.

## **INVESTIGATION OF SEXUAL HARASSMENT FORMAL COMPLAINTS**

Unless otherwise provided herein, responsibility for the investigation of sexual harassment complaints in which the alleged offender is an employee (faculty, administrator, staff or student employee) will be with the Affirmative Action Officer ("investigator"). Responsibility for the processing of sexual harassment complaints in which the alleged offender is a student will be with the Office of Student Development. The Provost and/or the Senior Vice President has the authority to appoint an alternate investigator as circumstances require and in his/her sole discretion, such as when a substantial conflict of interest is alleged by the complainant, alleged offender or investigator. In the event a request for an alternate investigator is made and/or an alternate investigator must be appointed, the specific time lines provided in the policy will be suspended pending that appointment.

Complaints will be addressed as confidentially as possible, considering the specific circumstances of the allegations, to protect the rights of both the complainant and the alleged offender. The investigator may gather information from any sources deemed necessary in an effort to fully investigate and resolve the complaint.

Complaints must be delivered by the complainant to one of the reporting officials referenced above. The formal complaint must be filed as soon as possible after the alleged incident occurred or after attempts to resolve the situation informally have been unsuccessful.

The complaint must be in writing, signed and dated by the complainant, and should include the following information:

- Details concerning the incident(s) or conduct giving rise to the complaint.
- Dates and location of incident(s).
- Any witnesses to the alleged incident(s) or conduct.
- Action(s) requested to resolve the complaint.

Upon receipt of the complaint, the investigator will provide a copy of the complaint to the Senior Vice President and the Provost. Each alleged offender will be provided with a copy of the complaint by the investigator within three (3) business days of the investigator's receipt of said complaint. The investigator will notify the supervisor of the alleged offender regarding the complaint, in order that the supervisor may take appropriate interim and/or remedial actions during the investigation. (Example: temporary assignment, paid leave of absence, separation of the complainant and alleged offender.)

The alleged offender will be given an opportunity to submit a written response to the complaint within five (5) business days of receipt of a complaint. A copy of the response will be provided to the complainant, the Senior Vice President and the Provost by the investigator.

The investigator will interview the complainant and the alleged offender and may also, at his/her discretion, interview witnesses, supervisors, and/or any other persons who may have information about the alleged incident. He/she may review personnel or other records relevant to the complaint. The complainant and the alleged offender will be permitted to suggest witnesses and/or other evidence, which will be considered by the investigator. A record will be kept of all individual interviews.

Within thirty (30) business days of receiving the formal written complaint, the investigator will assess whether a violation of the policy has occurred and will submit findings in writing to the complainant, the alleged offender, his/her immediate supervisor and the Senior Vice President and the Provost. The investigator must find by a preponderance of the evidence (that it is more likely than not) that the alleged sexual harassment has occurred in order to hold the alleged offender responsible for such conduct.

If sexual harassment was found to have occurred, the supervisor of the alleged offender will be responsible for acting on the findings of the investigator. The investigator and the Senior Vice President or the Provost, depending on the alleged offender's reporting line, should be consulted regarding disciplinary decisions.

In making a decision regarding discipline, the supervisor and the Provost or the Senior Vice President, depending on the alleged offender's reporting line, should consider previous conduct, the seriousness of the violation and any other information pertinent to this decision. Where a pattern or practice of sexual harassment exists or prior complaints of sexual harassment have been confirmed, the supervisor should consider the totality of information in determining appropriate discipline. These individuals may also review any part of the investigative records. Appropriate discipline may range from an oral reprimand up to and including termination/dismissal for cause, or any other appropriate remedial action.

Within five (5) business days of receiving the investigator's finding that sexual harassment occurred, the supervisor should meet with the alleged offender to discuss the findings and recommendations. This meeting may also include the Senior Vice President or the Provost, depending on the alleged offender's reporting line. Within five (5) business days of this meeting, the supervisor should issue a written notice of the appropriate disciplinary action to

the alleged offender. The supervisor will provide a copy of the notice of disciplinary action to the investigator and the Senior Vice President or the Provost, depending on the alleged offender's reporting line. The investigator will, in turn, notify the complainant that the complaint has been handled and that disciplinary action has been imposed.

All deadlines indicated above may be altered at the discretion of the investigator and/or supervisor for good cause.

## **APPEAL OF COMPLAINT RESOLUTION/DISCIPLINARY ACTION**

Either the complainant or alleged offender may file an appeal of any decision concerning the resolution of the complaint. An appeal should be delivered to the Senior Vice President or the Provost, depending on the alleged offender's reporting line. An appeal by either party must be made in writing, within ten (10) business days of receipt of the notice of resolution/disciplinary decision.

The written appeal must state in detail the reason(s) for the appeal, explaining with specificity any alleged factual or procedural errors, any alleged issues concerning interpretation of university policy, any basis on which the disciplinary action is alleged to be improper and any new information or evidence, including an explanation of why such information or evidence was not presented during the investigation.

No disciplinary or other action based on the complaint will be taken against the alleged offender during the appeal process, although temporary, interim measures may remain in place.

The Senior Vice President or the Provost, whoever is handling the appeal, will review the materials gathered and utilized by the investigator and the supervisor(s) in reaching his/her decisions with regard to responsibility and disciplinary action. At his/her sole discretion, the Senior Vice President or the Provost may interview the alleged offender, the complainant, and/or any additional witnesses. Within ten (10) business days of receipt of the appeal, the Senior Vice President or the Provost handling the appeal will issue a written decision and that decision will be final.

All deadlines indicated above may be altered for good cause at the discretion of the Senior Vice President or the Provost handling the appeal.

## **DISSEMINATION OF POLICY**

The policy will be made available to all employees and students. Periodic notices sent to students, employees, and supervisors about the university's sexual harassment policy will include information about the complaint procedure and will refer individuals to designated offices/officials for additional information. The university reserves the right to modify and/or amend any or all of the procedure(s) outlined herein at any time, in its sole discretion. In the event the university determines that circumstances warrant modification/amendment of any

part of these procedures, timely notice of same will be delivered, in writing, to all relevant and affected parties.

## **WORKPLACE SAFETY**

Marquette University strives to make the working environment as safe as possible in order to eliminate or reduce conditions which shall result in personal injury and property loss to employees, visitors, students and patients. Employees are expected to abide by the safety policies and procedures of their department and to carry out their job duties in a safe and productive manner. It is the duty of every employee to report workplace hazards or safety concerns to their supervisor for correction.

Employees who work with hazardous materials will receive instruction and orientation to the university's Hazardous Materials Procedures as well as to safety procedures involved in working with hazardous materials. Other programs such as Bloodborne Pathogen Training are offered to employees on a scheduled basis according to OSHA legal requirements.

It is each employee's responsibility to perform his/her work in a safe and responsible manner. Any item or article of dress deemed to be inappropriate or unsafe is prohibited. This may include, but is not limited to, shaded glasses meant for outdoors and personal audio equipment with headsets or earplugs. Each university department reserves the right to establish and enforce safety regulations conducive to that department's efficient and productive operation.

**BENEFITS INFORMATION**

Marquette University offers a comprehensive and competitive employee benefit programs for full-time and eligible part-time employees. These benefits include health care insurance (medical and dental), life insurance, long-term disability insurance, voluntary long-term care, flexible-spending accounts, and a retirement plan, tax-sheltered annuities, travel accident coverage and tuition remission. In addition, the university offers to its eligible employees sick and short-term disability pay, holiday pay, vacation pay, and free access to the employee assistance program.

This handbook is intended to provide a general, informative overview of available benefits. Specific information and summary plan descriptions on each benefit offering can be obtained from the Department of Human Resources on or about the first day of work and at the mandatory new employee orientation. The university reserves the right to make changes in its benefit plans and to make appropriate revisions in cost, coverage or eligibility as it sees fit at any time. Should specific benefit questions arise, the plan documents shall take precedence over the summary information in this handbook. Employees represented by a labor organization for the purposes of collective bargaining are generally eligible for the same benefits and benefit programs as those employees not so represented. Any differences that may exist will be so noted in the governing labor contract.

**BENEFIT ELIGIBILITY (30-day Enrollment Window)**

Employees classified as full-time regular or full-time temporary (minimum of 1 year contract, either academic or calendar) are immediately eligible for all benefit plans, in accordance with specific waiting periods and coverage provisions. Employees classified as part-time regular (those who work a minimum of 20 hours per week but less than 37.5 hours per week) are eligible for certain benefits on a prorated basis. Part-time employees who work less than 20 hours per week are not eligible for benefits. It is important to note that for medical, dental, flexible spending accounts, long-term disability and life insurance there is a 30-day period from the date of hire for new employees to complete and return the required enrollment forms in order to receive coverage for these benefits. It is the responsibility of the new employee to satisfactorily complete the enrollment requirements.

**DENTAL INSURANCE**

The university offers comprehensive dental insurance to eligible employees and family members through Delta Dental Plan of Wisconsin. The plan provides attractive coverage for diagnostic and preventive, restorative and orthodontic services. Eligible employees are covered immediately for diagnostic, preventive and restorative services. Appropriate enrollment forms must be completed within 30 days from date of hire. Additional information is available in the Department of Human Resources.

## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

As previously detailed in Section 2 of this handbook, Marquette offers, free of charge, an employee assistance program to all employees and their family members. The EAP is a confidential resource and counseling service intended to assist employees with problems or concerns relating to family, financial, alcohol, drug, marital, emotional and psychological areas. The EAP is administered by the outside agency SYMMETRY. Brochures and information, including office location and hours, on SYMMETRY, are available in the Department of Human Resources and on the Human Resources website.

## **FLEXIBLE SPENDING ACCOUNTS (FSA)**

In accordance with the Internal Revenue Service provisions, Marquette offers both a Dependent Care Spending Plan and a Health Care Spending Plan, referred to as flexible spending accounts. Full-time and part-time regular eligible employees may participate in these plans by designating pre-tax dollars to be taken via payroll deduction. These pre-tax dollars are deposited in an “account” and can be drawn upon to pay for eligible dependent care expenses and/or eligible unreimbursed health care expenses. Certain limits and legal requirements pertaining to flexible spending accounts apply. Eligible employees may enroll with coverage becoming effective on the first of the month following 30 days of employment. In addition, it is necessary that employees re-enroll during each annual enrollment period to maintain continued participation. Details and plan summaries may be obtained from the Department of Human Resources.

## **HOLIDAYS**

The university offers eleven (11) paid holidays per year to eligible full-time employees. (See Section 7 – Time Off From Work.) In addition, eligible full-time employees qualify for one paid floating holiday on their one-year anniversary date to be used within each calendar year. The holiday schedule is published each summer for the following calendar year. Terminating employees who have not utilized their floating holiday prior to their last day worked will not be paid for the holiday. Regular part-time employees whose regular scheduled workday falls on a recognized university holiday are eligible for pay for that day only.

## **LIFE INSURANCE**

The university offers a comprehensive term life insurance program to eligible full-time and regular part-time employees through the Met Life Insurance Company. The benefit consists of basic coverage equal to an employee’s regular annual salary, rounded to the next highest thousand and optional coverage in various increments depending upon an employee’s annual salary. The university at no charge provides basic coverage to the full-time employee. Employees contribute the full cost of optional coverage. Enrollment is required in order to be covered in either Basic or Optional and employees must complete appropriate enrollment forms within 30 days from date of hire. Details and plan summaries may be obtained from the Department of Human Resources.

## **LONG-TERM DISABILITY INSURANCE**

The university offers long-term disability coverage to eligible full-time employees through Northwestern Mutual. Coverage is available beginning on the first day of employment but eligible employees must complete the appropriate enrollment form within 30 days from date of hire. Benefits are provided for medically validated illness or injury following a 180-day elimination period. The monthly LTD benefit pays a percentage of the employee's regular monthly salary, less Social Security and other offsets. In addition, payments are made to the employee's TIAA-CREF Retirement Fund if the employee is so enrolled at the time of disability. The employee and the university share the cost for long-term disability coverage. Details and plan summaries may be obtained from the Department of Human Resources and Employee Benefits.

## **MEDICAL INSURANCE**

The university offers a comprehensive medical health care insurance to full-time and regular part-time employees and their families effective on the first day of employment. In order to obtain coverage, eligible employees must complete enrollment forms within 30 days from the date of hire. Eligible employees may elect coverage through one of four plans currently offered, which include a Preferred Provider Option (PPO) and an Exclusive Provider Option (EPO). All terms and conditions of these plans shall apply to new employees. The university makes a substantial contribution toward the cost of each eligible full-time employee's medical coverage. However, employees are also required to make monthly premium payments, depending upon which plan they elect. The university conducts annual enrollment and information sessions for medical and dental plans once each year, usually in the fall. Details and plan summaries on the various medical insurance plans offered to employees may be obtained from the Department of Human Resources.

## **ANNUAL ENROLLMENT/CHANGES IN COVERAGE**

The annual enrollment period of time each year, usually in the fall, for adjustments and/or enrollment changes to be made to health and dental care benefits, both by the university and by employees. Any individual changes that were not made within 30 days of a Qualifying Event, i.e., marriage, divorce, birth of a child, etc., during the year may be elected during this time frame. These elections become effective January 1<sup>st</sup> of the following year. It is also a time to enroll or re-enroll in the Flexible Spending Accounts (Dependent Care and/or Medical) Program.

Changes in health care coverage can only be made within 30 days of a Qualifying Event or during the university's annual Enrollment period. Questions regarding benefit enrollment and eligibility should be directed to the Department of Human Resources at ext. 8-7305. As an employee of Marquette University, you are encouraged and expected to take pro-active and timely actions relative to health care enrollment, and other applicable benefits for you and your dependents.

## **RETIREMENT PLAN/ANNUITIES**

The Marquette University Retirement Plan is offered to full-time and part-time regular employees, age 21 and over, who work a regular schedule of 1000 hours per year. Eligible employees may participate on the first of the month following their date of hire but do not become eligible for the university contribution until the first of the month following two years of continuous service with the university. The Retirement Plan is affiliated with Teachers Insurance and Annuity Association – College Retirement Equities Fund (TIAA-CREF). Monies for eligible participants are deposited in TIAA-CREF tax-sheltered annuity contracts, which offer fixed income and variable income investment funds for retirement. Participation in the Retirement Plan is voluntary. Employees electing to participate who make a minimum monthly contribution (on a pre-tax basis) of 5% are eligible for an additional 8% university contribution following the two-year waiting period. Certain restrictions, as contained in the Plan documents, apply and all appropriate and legal IRS provisions govern the Plan. All contributions, both by participating employees and by the university are 100% vested and are invested in a timely manner with TIAA-CREF in accordance with Federal and ERISA requirements. Details and plan summaries may be obtained from the Department of Human Resources.

## **SICK PAY AND SHORT-TERM DISABILITY**

The university provides sick pay to all eligible full-time support staff employees. Part-time regular employees may be eligible for prorated sick pay. In addition, short-term disability programs are provided to eligible exempt and non-exempt employees. The university funds these programs internally. Support Staff (non-exempt) employees earn one sick day per month of service, up to a maximum of 60 days. However, sick days taken during the first three months of employment will not be paid. An additional 70 days of short-term disability can also be earned after eligibility is met. Administrative (exempt) employees qualify for short-term disability upon completion of one year of full-time service. During the first year of employment, exempt employees are paid for absences of up to three days per occurrence for legitimate illness or injury.

## **TRAVEL ACCIDENT INSURANCE**

The university provides travel accident insurance for those employees who travel on approved university business. This coverage provides a monetary death benefit to the employee's beneficiary of record. Details and plan summary may be obtained from the Department of Human Resources or the University's Risk Management.

## **TUITION REMISSION**

The university offers tuition remission benefits for full-time employees through its Employee Tuition Remission Program. It also offers tuition remission to spouses and dependents of full-time employees through its Dependent Tuition Remission Program.

The Employee and Dependent Spouse Tuition Remission benefit allows full-time employees and their spouse to take up to seven credit hours of course work per semester and up to eight credit hours per summer, with no charge for tuition. Fees other than tuition are not covered. In addition, full-time employees are eligible to take either one or two tuition – free courses per session (but not to exceed the equivalent of seven credits per semester or eight credits per summer sessions), assuming space is available, in the College of Professional Studies. Part-time regular employees are eligible for a pro-rated benefit. Employee eligibility begins with the first full semester following date of hire. Certain restrictions, tax liability and other requirements may apply.

The Dependent Tuition Remission benefit allows the dependent children of full-time employees to enroll in a Marquette degree program, on a tuition-free basis after the employee has completed five years of continuous full-time service with the university. The dependent children of an eligible employee may enroll in one of the university’s undergraduate or graduate programs on a tuition-free basis, provided they meet admission requirements and the definition of “dependent” status and are continuously enrolled as a full-time degree student. Only full-time faculty and administrators appointed prior to November 1, 1980, are eligible for full-time Law School and Dentistry tuition remission. Non-tuition costs such as fees, books, housing, etc. are not covered by this policy and are the responsibility of the employee or his/her dependents. Certain restrictions, tax liability and other requirements may apply.

The Faculty Children Exchange Program (FACHEX) permits the dependent children of Jesuit university employees under certain conditions to receive the dependent tuition remission benefit at another participating Jesuit College or university. The Office of the Provost in accordance with University Policies and Procedures and the requirements of other participating institutions administer FACHEX.

## **VACATIONS**

The university offers a competitive paid vacation schedule to all eligible employees. Vacation days are subjected to accumulation, scheduling and reporting requirements and all other requirements as outlined in the Policies and Procedures. Vacations are intended for rest and relaxation and for the overall benefit of Marquette employees. All eligible employees are encouraged to take their earned vacation; the university will not pay additional salary in lieu of vacation not taken. All vacations are subject to the terms and conditions of Policies and Procedures and must be reported through the university’s timekeeping system. Specific provisions of the vacation policy are outlined in section 7 of this handbook and in the University’s Policy and Procedure UPP 4-02 vacation. New employees are asked to review this information carefully. Additional information on Marquette’s vacation policy may be obtained from the Department of Human Resources.

## **COMPENSATION/PAY PRACTICES**

## **SECTION 6**

### **BREAK/REST PERIODS**

Although law does not require breaks, it is the university's position that after working for extensive periods, rest periods will be made available to give employees a chance to renew their focus and energy, thereby maintaining efficiency in performing assigned tasks. Although every attempt will be made to allow employees appropriate rest periods, there may be occasions where circumstances or work load do not allow doing so. Breaks are not guaranteed. Whenever possible, supervisors are encouraged to schedule a paid 15-minute break approximately halfway through each four-hour period. However, some jobs do not lend themselves to scheduling breaks. Occasionally, operating requirements of the department may preclude scheduled breaks. Your manager or supervisor will communicate to you the departmental policy or practice regarding breaks and rest periods.

In most cases, the university provides an unpaid meal break of no less than 30 minutes for shifts of more than seven hours. The actual time and length of the meal period may vary and will be scheduled by the supervisor or department head. Meal periods are considered personal time, and employees are encouraged to spend the time as they best see fit, preferably by eating and relaxing. Time spent during the meal period is not considered work time for pay purposes.

### **CATEGORIES OF EMPLOYMENT**

Positions at Marquette University are categorized for purposes of wages and salaries, benefit eligibility, legal compliance and internal and external reporting requirements. Jobs are categorized as either "exempt" or "non-exempt," based upon regulations established by the Fair Labor Standards Act. This act establishes minimum wage and salary criteria, and defines whether or not a job is entitled to overtime compensation.

If a position is categorized as non-exempt, pay is calculated on an hourly basis. Non-exempt employees are entitled to overtime pay, calculated at one and one-half times the regular hourly rate, for all hours worked beyond 40 in a workweek. This category includes all support staff positions within the university, and such employees are paid on a biweekly basis.

Positions categorized as exempt are those that are exempt from overtime pay provisions of the Fair Labor Standards Act. Employees in exempt positions are paid a fixed salary and are not paid additional salary for hours worked beyond 40 in a workweek. This category includes all administrative positions within the university, and such employees are paid on a monthly basis.

Whether exempt or non-exempt, you may be employed in a full-time or part-time capacity at Marquette as defined below:

1. Regular Full-Time – Employees who are generally scheduled to work a minimum of 37.5 hours per week for a minimum of nine consecutive months per year.
2. Regular Part-Time – Employees who work less than 37.5 hours per week but at least 20 hours per week (or 85 hours per month) for a minimum of nine consecutive months per year.
3. Temporary – Employees who are hired to work for a specified assignment of a limited duration, i.e., employee hired for two months to temporarily replace an employee on a leave of absence.

## **FLEX-TIME**

The official business hours for the university are 8:00 a.m. – 4:30 p.m. However, the university has a formal flextime program available to employees within particular units or departments. Flextime is a form of alternative work scheduling which allows employees, within specific guidelines and by supervisory approval, to choose an alternative starting and ending time to their workday. This plan allows employees to meet permanent and temporary personal obligations such as medical appointments, class attendance, childcare needs, car-pooling, etc. Requests for flextime scheduling will be given serious consideration and should be presented to your supervisor or department head for approval.

Non-exempt employees, who are required to work extra hours on a given workday, may be permitted or asked to take an equal number of hours off within the same work week in order not to exceed 40 hours of work per week. However, time off in lieu of overtime pay must be taken within the same period and must have the advance approval of your supervisor.

## **GARNISHMENTS**

If the university receives a legally-binding garnishment for the collection of an employee's debt to a third party, the university will withhold from the employee's paycheck the appropriate amount prescribed by law until the debt is paid in full. Employees who are encountering budgetary or financial difficulties are strongly encouraged to contact the employee assistance program for free and confidential budget counseling.

## **JOB CLASSIFICATION/DESCRIPTIONS**

Jobs within the university are classified, utilizing updated job descriptions, within an established university wage and salary system. Pay is determined, in great part, by the job classification of the position occupied by an employee. Job duties and responsibilities of each job are evaluated via the job evaluation system, which provides equitable grouping of similar jobs to determine market pay ranges. The job evaluation system analyzes positions in terms of "compensable factors." These factors relate to the requirements of the job itself, not to the credentials or performance of the person in the position.

"Compensable factors" include such factors as supervision, overall responsibilities, educational requirements and working conditions required for a given position. Jobs evaluated at a similar level of responsibility in terms of these "compensable factors" are placed in the same salary grade.

## **JOB RECLASSIFICATION**

Duties and responsibilities of jobs may change significantly. When significant changes occur, the employee or the employee's supervisor may request a reclassification review from the Department of Human Resources. A written Position Evaluation Questionnaire must be completed and submitted to the Department of Human Resources to initiate the review. The involvement of the supervisor and the employee regarding duties performed and significant changes in the job is normally requested. Based on careful and thorough evaluation of the duties and responsibilities of the job, a classification recommendation will be made by the Department of Human Resources. Employees who have questions about the classification of their position should contact their supervisor or call the Department of Human Resources, ext. 8-7305.

## **MERIT INCREASES**

The university has an established wage and salary program. Salary increases are based on merit and performance and are not automatic. On the basis of the written performance appraisal conducted each year, a supervisor will make a salary recommendation for each employee to either the respective Vice President, or the Department of Human Resources and the Budget Office. Salary recommendations, once approved, will be communicated to the employee by the supervisor, and take effect on July 1<sup>st</sup> of each year. Support staff employees who begin work with the university between June 1<sup>st</sup> and August 31<sup>st</sup> may be eligible for a probationary increase but not necessarily a merit increase in the first year of employment.

## **OVERTIME**

Occasionally, projects and priorities may require extra work beyond normal working hours. Your manager or supervisor will determine when overtime is necessary and must authorize any overtime work in advance. Exempt employees have the flexibility of working more than 40 hours per week, or less than 40 hour per week and are exempt from overtime pay.

Non-exempt employees receive one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per week. Paid leave such as vacation, holidays, sick leave, funeral leave, etc., will not be counted as time worked for purposes of computing overtime pay for non-exempt employees.

## **PAY PROGRAMS**

The university wage and salary program specifies competitive pay ranges and established "bands" for all exempt and non-exempt jobs. A pay range reflects the overall value of the job to the university based on "compensable factors" and competitive "market factors" updated annually. This information, along with Marquette's own recruitment, retention and compensation survey resources, determines the pay ranges for the university's classified jobs.

The wage and salary program is administered by the Department of Human Resources with the authorization of, and approval by, the Senior Vice President.

Performance-based salary adjustments are determined each year for employees based on established guidelines and budgetary conditions with the university.

### **PAYCHECK DEDUCTIONS**

Employees may elect to have paycheck deductions for many purposes, including but not limited to credit union savings, insurance contributions, retirement annuity contributions, recreation facility memberships, United Way Campaign contributions, and the purchase of U.S. Savings Bonds. Employees must authorize all such deductions in writing.

The university may also be obligated to deduct amounts for legally imposed actions such as garnishments made against your salary. Questions about garnishments or any other payroll deductions should be directed to the Payroll Office.

### **PAYCHECKS/PAYDAYS**

Non-exempt employees are paid on a biweekly basis. Direct deposit statements and/or paychecks are distributed to departments on alternate Wednesdays. If the normal payday is an established university holiday, the payday will be on the preceding workday. Exempt employees are paid on a monthly basis. Direct deposit statements and/or paychecks are distributed to departments on the last working day of the month.

Direct deposit offers convenience and security of funds. Employees may elect to have paychecks directly deposited into one or two personal bank accounts. Direct deposit authorization forms may be obtained from the Payroll Office and must be completed by the employee in order to initiate direct deposit.

Federal income tax, Social Security (OASDI and Medicare), state and local taxes, deductions for various benefit coverages and any other deductions will be itemized on the paycheck stub. Your vacation hours and accumulated sick leave hours, as recorded with the timekeeping system, will also be displayed for informational and tracking purposes.

### **TAX WITHHOLDING**

Marquette University is required to withhold tax from employee paychecks and to report taxable income according to the requirements of federal, state and local government agencies, and the Social Security Administration. All employees are required to complete the appropriate tax withholding forms prior to being placed in the payroll system. Revised tax forms are also required whenever the employee's tax status or number of allowable exemptions changes. W-4 withholding forms are available in the Payroll Office and in the Department of Human Resources. Current and cumulative year-to-date tax totals withheld are displayed on each pay stub. Calendar year tax statements, commonly reported on a W-2

reporting form, are mailed each January to the employee's current address of record. Changes in address should be promptly reported to assure receipt of the W-2 reporting form.

## **TIME RECORDS & VACATION REPORTING**

The university is required by law to record and pay for hours actually worked, including overtime hours, for non-exempt support staff employees. Time actually worked for non-exempt employees is documented by a biweekly time sheet/timecard or adjustment record. Employees are responsible for accurately recording their time worked for each scheduled workday. It is not appropriate for employees to simply mark down the scheduled work time, but rather must record actual "time in" and "time out" in order to be paid properly. The university's Timekeeping System requires that an employee complete and sign a time sheet for supervisor approval. The timekeeper will then input the employee's time worked into the system for timekeeping. Hourly timesheets should be submitted to the department timekeeper. Autogen adjustment sheets are submitted directly to the payroll department.

An employee's signature on the Daily Timesheets certifies that the time recorded is accurate. Falsification of the time record is a serious violation of university policy and is, in essence, theft. Such falsification will result in corrective action, up to and including immediate discharge.

Although exempt administrative employees are not required to report daily time worked, they are required to report all vacation time taken to their departmental timekeeper for input into the timekeeping system. Vacation hours accumulated will then be reflected on the employee's pay record.

## **UNEMPLOYMENT COMPENSATION**

University employees are covered by the Wisconsin Unemployment Compensation Law. Under the provisions of this law, employees of the university who become unemployed, and who meet the eligibility requirements as set forth in the law, may receive unemployment compensation upon separation from the university. Questions regarding eligibility should be directed to the Wisconsin Job Service, which is the government agency responsible for operating the Unemployment Compensation Law.

## **WORK SCHEDULES**

The university's regular business hours are 8:00 a.m. to 4:30 p.m., although many departments or units within the institution may vary their work hours depending upon the services provided. As part of new employee orientation, employees and supervisors should discuss the established work schedule requirements for their respective department or unit.

Supervisors are responsible for establishing and communicating to employees specific work schedules, including start times, break times, lunch schedules, and normal ending times. When the work schedule must be changed due to business needs, supervisors will give as much advance notice as possible so that employees can make the appropriate arrangements to

meet the new scheduling requirements. The legitimate operating requirements of the department and of the university must be the primary consideration in establishing work schedules and scheduling overtime. However, every effort will be made to accommodate the needs and personal schedules of employees, whenever possible.

For purposes of pay computation, the official university workweek begins at 12:01 a.m. each Sunday, and ends at 12:00 a.m. (midnight) on the subsequent Saturday.

## **TIME OFF FROM WORK**

## **SECTION 7**

### **BEREAVEMENT LEAVE**

Marquette University offers paid funeral leave to all eligible full-time and regular part-time employees. In the event of a death in an employee's immediate family (spouse, children, grand-children, parents, sisters, brothers, mother-in-law, father-in-law, grandparent of the employee, or other relative living in the family household), arrangements may be made with the employee's supervisor for a bereavement leave of up to three scheduled work days with pay, in order to travel and attend the funeral. The bereavement leave will be based on the regularly scheduled hours worked per workday, and days must be taken consecutively. An employee may take additional vacation time or an unpaid leave of absence, for extending the leave, if necessary and if approved by the immediate supervisor. Employees may be required to provide proof, i.e., death notice, in order to qualify for the paid time off.

### **FLOATING HOLIDAY**

In addition to the eleven (11) established holidays on the university's annual holiday calendar, regular full-time employees qualify for one (1) additional paid floating holiday after completing one year of employment. Eligible employees are awarded the floating holiday on January 1<sup>st</sup> of each year. This floating holiday may be scheduled and taken on any regular workday, subject to advance scheduling and supervisory approval. A floating holiday not used during the calendar year will be forfeited. In addition, terminating employees will not receive pay for an unused floating holiday, nor can employees take a floating holiday during the resignation notice period, unless scheduled prior to resignation notice.

### **HOLIDAYS**

Each calendar year the university offers eleven (11) paid holidays to eligible full-time employees and to regular part-time employees whose regular scheduled workday falls on a recognized university holiday (prorated accordingly) assuming they would have been normally scheduled to work. The official holiday schedule is published each summer for the following calendar year through the issuance of Policies and Procedures.

The university observes the following eleven holidays each year:

- 1. New Year's Day**
- 2. Martin Luther King Day**
- 3. Good Friday**
- 4. Memorial Day**
- 5. Independence Day**
- 6. Labor Day**
- 7. Thanksgiving Day**
- 8. Day After Thanksgiving day**
- 9. Christmas Eve**
- 10. Christmas Day**
- 11. New Year's Eve**

All employees are notified of the university's official holiday schedule well in advance of each new calendar year.

For legitimate operational needs, the university may require employees in some departments, such as Public Safety, to work on university holidays. When this occurs, non-exempt support staff employees will receive pay for time actually worked in addition to holiday pay.

In order to qualify for holiday pay, employees must either work their last scheduled day prior to and first scheduled day following the holiday, or be on an approved vacation, sick or other excused day off. If an employee is absent for either the scheduled workday before or after the holiday due to illness, the supervisor may require acceptable medical documentation before authorizing holiday pay. Regular full-time employees working less than a 12-month schedule will be paid only for those holidays that fall during scheduled work time.

## **JURY DUTY**

In the event that employees are properly summoned for jury duty in the city or county in which they reside, they will be eligible for jury duty pay from Marquette University upon advance notice to their department supervisor and appropriate documentation. Since jury duty pay is normally less than the full pay employees earn, the university will make up the difference so that the employee's pay will be kept whole. Employees may contact the Payroll Office for additional information.

## **LEAVES OF ABSENCE**

A leave of absence is approved time off from the job, without a break in employment, for valid medical, personal, military or other reasons. All regular full-time and regular part-time employees are eligible to apply for a leave upon completion of six months of employment. Marquette University grants leaves of absence for a variety of reasons. Guidelines set forth by the Federal Family/Medical Leave Act (FMLA) and the Wisconsin Family/Medical Leave Law are adhered to and the university's Leave of Absence Policy is fully contained in Policies and Procedures (UPP 4-03).

Leaves of absence should be requested in writing with at least two weeks advance notice, when foreseeable, and submitted to your supervisor or department head. All such requests will then be forwarded to the Department of Human Resources for processing. Federal mandates up to 12 weeks of unpaid leave for specific circumstances. Federal and State law allows substitution of pay, such as accumulated sick and vacation time, in certain circumstances for specified periods of time. Such substitution provisions are fully detailed in the University Policies and Procedures.

Leaves of absences may be requested for a variety of reasons such as:

1. Personal medical illness or injury.
2. Serious medical condition of an immediate family member.
3. Birth or adoption of a child.
4. Military service.
5. Valid personal reasons.
6. Other bona fide reasons.

Vacation, personal days, sick days and short-term disability days do not accrue during an unpaid leave of absence. Holiday pay is not paid during a leave of absence without pay. Group insurance benefits including medical, dental, life and, in some cases, long-term disability insurance may be continued during a leave of absence, within certain time restraints and payment of premiums by the employee and the university. The Department of Human Resources will contact the employees on an approved leave of absence to give them the opportunity to suspend or continue those benefits to which they are eligible during the leave.

## **RETREAT LEAVE**

Consistent with its mission, Marquette University encourages all employees to make use of opportunities for spiritual development and renewal according to their particular faith tradition. Opportunities for spiritual growth and development are available through the Office of University Ministry, the Faber Center for Ignatian Spirituality and other campus resources.

The university may grant two days per year for any non-faculty employee who wishes to make a spiritual retreat. Retreats of more than one day must be taken in a one-to-one match with vacation or personal days. Thus, if a person seeks four days off to make a retreat, he or she may be granted two retreat days, and must take two vacation days (or one vacation day and one personal day). Retreat leave of one day may be granted, without utilizing vacation or personal days, if a person wishes to take, and receives approval for, a one day retreat. In all cases, in order to ensure that important services do not lapse because of absences from the university, a person must receive the advance approval from his or her supervisor for the time away from the university.

## **SICK LEAVE AND SHORT-TERM DISABILITY**

The university offers a sick leave and short-term disability program to all full-time and part-time regular employees. This leave is administered in accordance with federal and state laws and may be with or without pay.

The primary purpose of sick leave is to protect employees and their families against loss of income due to illness or injury. Full-time and part-time regular support staff employees who are scheduled to work at least 20 hours per week on a regular basis are eligible to accrue and utilize sick leave. Medical documentation may be required for absences of three days or longer. Sick leaves of less than four days normally require no medical verification unless the employee has a documented history of excessive absenteeism. Earned and accrued sick leave may be used for legitimate doctor or dentist's appointments with advanced supervisory approval. In no case may such appointment exceed four hours of sick time for any one absence. Satisfactory documentation of the appointment must be provided upon request. For non-exempt support staff employees, sick time will be deducted from the employee's earned accumulated balance in one-hour increments. Sick days taken during the first three months of employment, however, will not be paid. Upon termination, unused sick leave may not be used as necessary notice for resignation nor will unused sick leave be paid. Sick leave balances are accrued at the rate of one day per month and will appear on the paycheck stub of non-exempt employees. Exempt administrative employees are covered under the university's short-term

disability benefits for absences of more than four consecutive days due to illness or injury. These short-term disability benefits are outlined in the University Policies and Procedures. For further information on sick and short-term disability, employees may contact the Department of Human Resources.

**VACATION**

Vacation is provided by the university for rest and relaxation and is meant to be taken accordingly. It is expected and assumed that employees will schedule and utilize their vacation during the “vacation year”. As such, carry over of vacation will not be allowed. The university’s complete vacation policy is contained in the Policies and Procedures (UPP 4-02).

- I. Non-Exempt (**Support Staff**) Full-time Employees as of January 1, 2005 will be eligible for and accrue vacation as follows:

| <u>Length of Service</u> | <u>Paid Vacation</u> | <u>Accrual</u>                        |
|--------------------------|----------------------|---------------------------------------|
| Years 1 through 4        | 3 weeks              | .308 hours per day (1.25 days/month)  |
| Years 5 and above        | 4 weeks              | .411 hours per day (1.66 days/month)  |
| Years 20 and above       | 5 weeks              | .5136 hours per day (2.08 days/month) |

The “vacation year” for non-exempt employees is the twelve-month period following the anniversary of the date of hire. For example, the “vacation year” for an employee with a hire date of April 15 would be April 15 through April 14 of the following year. A non-exempt employee may accrue the maximum paid vacation based on the years of service indicated above. However, at no time may an employee’s total accumulated vacation exceed their annual allowance; i.e., two, three or four weeks. Carrying over any amount in excess of the annual allowance is not allowed at any time during the year.

All vacation utilized by non-exempt support staff employees must be recorded on the university’s timekeeping system. The system will not allow vacation balances to exceed the allowable maximum.

- II. Non-Faculty Exempt (**Administrators**) Full-time employees will be eligible for annual vacation as follows:

| <u>Length of Service</u> | <u>Paid Vacation</u> | <u>Accrual</u>                        |
|--------------------------|----------------------|---------------------------------------|
| Years 1 through 4        | 3 weeks              | .308 hours per day (1.25 days/month)  |
| Years 5 and above        | 4 weeks              | .411 hours per day (1.66 days/month)  |
| Years 20 and above       | 5 weeks              | .5136 hours per day (2.08 days/month) |

The “vacation year” for administrative employees shall coincide with the University’s fiscal year: July 1 through June 30. Administrative employees in their first year shall be credited with prorated vacation based on the date of hire through the following June 30. Thus, an

employee eligible for three weeks of vacation in a full “vacation year” earns 1.25 days for each month of service. An employee hired January 1 will then be eligible for a prorated amount of 7.5 days of vacation between January 1 and June 30 or it will be lost. From that point on, the employee will be credited with the allowable vacation (either three or four weeks) based on years of service, as of each July 1. An administrative employee becomes eligible to accrue vacation at the four-week level starting with their fifth year of employment (49<sup>th</sup> month of employment). Carrying over of unused vacation from one fiscal year to the next is not permitted.

Administrative employees must report all vacation time taken to their immediate supervisor who is responsible for accurately recording vacation utilization in the timekeeping system.

### III. Vacation Scheduling and Requests

Requests for vacation should be submitted to the employee’s manager at least two weeks in advance of the requested dates. All vacation should be scheduled when the workload permits and must be approved in advance by the appropriate manager, director, vice president, etc. Managers may restrict employees from taking vacation during the first three months of employment.

Vacations are provided for rest and relaxation and should be taken in weekly blocks. However, vacation may be taken in daily or half-day increments if scheduled and approved in advance.

Employees must utilize their vacation by taking time off from work. The university will not pay additional salary in lieu of vacation not taken nor provide advance payment of vacation pay.

Carrying-over of unused vacation from one year to the next for administrators is not allowed. For administrative employees the “vacation year” is July 1 through June 30. As of each June 30, the vacation balances for all administrative employees shall be 0. For support staff employees, the “vacation year” shall coincide with the date of hire and at no time may an employee’s total vacation balance exceed their annual vacation amount.

## **WORKERS' COMPENSATION**

The university seeks to provide a safe work environment for all employees. Therefore, every attempt will be made to safely manage all operations and to prevent accidents. If an employee sustains an on-the-job injury/illness, the supervisor and Public Safety should be notified immediately. Public Safety can be reached by dialing 8-6800 and in cases of emergency by dialing 8-1911.

If an employee requires medical treatment between 8:00 a.m. and 4:00 p.m., Monday through Friday, Public Safety will transport the employee for treatment to Sinai Samaritan medical facility. In emergencies, employees may be taken to the Sinai Samaritan Hospital Emergency Room at 950 N. 12<sup>th</sup> St. An ambulance will be called for serious injuries and injured employees will be transported to the appropriate medical facility via instruction of the Public Safety Department.

All Marquette employees are covered under the Wisconsin Workers' Compensation laws for job-related illness or injuries. For additional information on Workers' Compensation coverage employees should contact the Office of Business Services/Risk Management.

**AMERICANS WITH DISABILITIES ACT (ADA) WORKPLACE ACCOMMODATIONS**

Marquette University complies with the letter and the spirit of the Americans with Disabilities Act of 1990, not only in its hiring and employment practices, but also in all other provisions of the Act, including public access. The ADA prohibits employment discrimination against “qualified individuals with disabilities.” Such an individual is defined as a person, who meets the skill, experience, education, and other job-related requirements of a position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of a job. The ADA defines a person with a disability as 1) a person who has a physical or mental impairment that substantially limits one or more of his/her major life activities, 2) a person who has a record or history of such an impairment, and/or 3) a person who is regarded by others as having such an impairment.

In the case of communicable diseases such as the Acquired Immune Deficiency Syndrome (AIDS), Hepatitis, Tuberculosis, etc., the university’s response and responsibility will be consistent with the spirit and letter of the Americans with Disabilities Act. The mere diagnosis of a communicable disease is not, in itself, a basis for the exclusion or dismissal of an employee. Nor will verbal and/or physical harassment of individuals so infected, or suspected of being infected, be tolerated. The university will afford every right and reasonable accommodation under the law to those employees infected by a communicable disease, while at the same time adhering to prescribed health and safety guidelines for such diseases in order to assure and guarantee the rights of all members of the Marquette community.

It is the policy of the university to make a good faith effort to provide any “reasonable accommodation” necessary to ensure that an otherwise qualified individual may enjoy an equal employment opportunity. Examples of reasonable accommodation include job restructuring, job sharing, modified work schedules, ergonomic modifications or special equipment. For specific information and guidance on reporting a disability or requesting a reasonable work accommodation, employees should contact the Associate Vice President of Human Resources.

**Marquette University Self-Funded Health Plan Privacy Notice**

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

Marquette University Self-Funded Health Plan (“Health Plan”) is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. The terms of this Notice apply to members and their dependents for applicable self-funded coverages – i.e., medical and dental coverages. Privacy practices for coverages that are full insured (e.g., through an HMO or third party insurer) are subject to notice from those insurers. If you have questions about any part of this Notice or if you want more information about the privacy practices, please contact

Stephen Duffy, Associate Vice President, Department of Human Resources, P.O. Box 1881, Milwaukee, WI 53201-1881, phone 414-288-7305. Mr. Duffy is the designated privacy officer for the university's Health Plan.

## How the Health Plan May Use Or Disclose Your Health Information

The following categories describe the way that the Health Plan may use and disclose your health information. For each category of uses and disclosures, we will explain what we mean and present some examples. Not every use or disclosure in a category will be listed. However, all the ways we are permitted to use and disclose information will fall within one of the categories.

1. Payment Functions. We may use or disclose health information about you to determine eligibility for plan benefits, obtain premiums, facilitate payment for the treatment and services you receive from health care providers, determine plan responsibility for benefits, and to coordinate benefits. For example, payment functions may include reviewing the medical necessity of health care services, determining whether a particular treatment is experimental or investigational, or determining whether a treatment is covered under your plan.
2. Treatment. We may disclose your personal health information as necessary for your treatment. For instance, a doctor or health care facility involved in your care may request your personal health information in our possession to assist in your care.
3. Health Care Operations. We may use and disclose health information about you to carry out necessary insurance-related activities. For example, such activities may include underwriting, premium rating and other activities relating to plan coverage; conducting quality assessment and improvement activities; submitting claims for stop-loss coverage; conducting or arranging for medical review, legal services, audit services, and fraud and abuse detection programs; and business planning, management and general administration.
4. Preenrollment Information. We may request and receive from you and your health care providers personal health information prior to your enrollment in the health plan. We will use this information to determine whether you are eligible to enroll in the health plan. If you do not enroll, we will not use or disclose the information we obtain about you for any other purpose. Information provided on enrollment forms or applications will be utilized for all coverage's being applied for, some of which may be protected by state and/or federal privacy laws.
5. Business Associate. Certain aspects and components of the Health Plan's services are performed by outside parties or organizations pursuant to agreements or contracts. It may be necessary for us to disclose your personal health information to these outside parties or organizations that perform services on our behalf. We require them to appropriately safeguard the privacy of your personal health information.

6. Family, Friends and Personal Representatives. With your approval, we may disclose to family members, close personal friends, or another person you identify, your personal health information relevant to their involvement with your care or paying for your care. If you are unavailable, incapacitated or involved in an emergency situation, and we determine that a limited disclosure is in your best interest, we may disclose your personal health information with outside entities to assist in disaster relief efforts.

7. Disclosures to Plan Sponsors. We may disclose your health information to proper representatives of Marquette University, the sponsor of the Health Plan, for purposes of administering benefits under the Health Plan. (Marquette University is considered a separate legal entity from the Health Plan.) Marquette University has certified that your health information will be maintained in a confidential manner and will not be utilized or disclosed for employment-related actions and decisions or in connection with any other benefit or employee benefit plan.

8. Other Uses and Disclosures. We are permitted or required by law to use or disclose your personal health information, without your authorization, in the following circumstances:

- For any purpose required by law;
- For public health activities (for example, reporting of disease, injury, birth, death or suspicion of child abuse or neglect);
- To a governmental authority if we believe an individual is a victim of abuse, neglect or domestic violence;
- For health oversight activities (for example, audits, inspections, licensure actions, or civil, administrative or criminal proceedings or actions);
- For judicial or administrative proceedings (for example, pursuant to a court order, subpoena or discovery request);
- For law enforcement purposes (for example, reporting wounds or injuries or for identifying or locating suspects, witnesses or missing people);
- To coroners and funeral directors;
- For procurement, banking or transplantation of organ, eye or tissue donations; or certain research purposes;
- To avert a serious threat to health or safety under certain circumstances;
- For military activities if you are a member of the armed forces; for intelligence or national security issues; or about an inmate or an individual to a correctional institution or law enforcement official having custody; and
- For compliance with workers' compensation programs.

We will adhere to all applicable state and federal laws or regulations to provide additional privacy protection. We will only use or disclose AIDS/HIV-related information, genetic testing information and information pertaining to your mental condition or any substance abuse problems as permitted by state and federal law or regulations.

## **When the Health Plan May Not Use or Disclose Your Health Information**

Except as described in this Notice of Privacy Practices, we will not use or disclose your health information without written authorization from you. If you do authorize us to use or disclose your health information for another purpose, you may revoke your authorization in writing at any time. If you revoke your authorization, we will no longer be able to use or disclose health information about you for reasons covered by your written authorization, though we will be unable to take back any disclosures we have already made with your permission.

## **Statement of Your Health Information Rights**

1. Right to Request Restrictions. You have the right to request restrictions on certain uses and disclosures of your health information. The Health Plan is not required to agree to the restrictions that you request.
2. Right to Request Confidential Communications. You have the right to receive your health information through a reasonable alternative means or at an alternative location. We are not required to agree to your request.
3. Right to Inspect and Copy. You have the right to inspect and copy health information about you that may be used to make decisions about your plan benefits. If you request a copy of the information, we may charge you a reasonable fee to cover expenses associated with your request.
4. Right to Request Amendment. You have the right to request that the Health Plan amend your health information that you believe is incorrect or incomplete. We are not required to change your health information and if your request is denied, we will provide you with information about our denial and how you can disagree with the denial. You must also provide a reason for your request.
5. Right to Accounting of Disclosures. You have the right to receive a list or “accounting of disclosures” of your health information made by us, except that we do not have to account for disclosures made for purposes of payment functions or health care operations, or made directly to you. Your request should specify a time period of up to six years and may not include dates before April 14, 2003. The Health Plan will provide one list per 12-month period free of charge. However, you may be charged for additional lists.
6. Right to Paper Copy. You have a right to receive a paper copy of this Notice of Privacy Practices at any time. You may also obtain a copy of this Notice at our website, [www.marquette.edu/hr/benefits](http://www.marquette.edu/hr/benefits).

If you would like to have a more detailed explanation of these rights contact or call Mr. Duffy at the address listed above. If you would like to exercise one or more of these rights, submit your request in writing to Mr. Duffy at the address above.

## **Changes to this Notice of Privacy Practices**

The Health Plan reserves the right to amend this Notice of Privacy Practices at any time in the future and to make the new Notice provisions effective for all health information that it maintains. We will promptly revise our notice and distribute it to you whenever we make material changes to the Notice. Until such time, the Health Plan is required by law to comply with the current version of this Notice.

## **Complaints**

Complaints about this Notice of Privacy Practices or about how we handle your health information should be directed to Stephen Duffy, Associate Vice President, Department of Human Resources, P.O. Box 1881, Milwaukee, WI 53201-1881, Phone 414-288-7305. Health Plan will not retaliate against you in any way for filing a complaint. All complaints to Health Plan must be submitted in writing. If you believe your privacy rights have been violated, you may file a complaint with the Secretary of the Department of Health and Human Services.

**(Effective Date of This Notice: April 14, 2006)**

## **BLUE LIGHT PHONES (SAFETY & SECURITY)**

The Department of Public Safety maintains an outdoor telephone system, which includes more than sixty Blue Light Phones. Blue Light Phones are located on campus pedestrian walkways, mall areas and within the university's parking lots. Blue Light Phones are located at numerous locations across Marquette's campus. When a Blue Light Phone receiver is lifted, a Public Safety officer will respond immediately, knowing the caller's exact location. This enables assistance to be dispatched immediately. Blue Light Phones can be used for any service request, not just emergencies.

## **BULLETIN BOARDS**

Official Marquette University bulletin boards are located in accessible areas throughout the campus. Bulletin boards display important information for employees about laws relating to state and federal minimum wage, fair employment, equal employment, job safety and health, unemployment compensation and worker's compensation. Use of official university bulletin boards is restricted to official notices. Individuals or groups wishing to post notices on official bulletin boards must receive prior approval of the Department of Human Resources.

General bulletin boards displaying announcement of events, advertising, etc., are also located throughout the campus. Prior approval for general material postings must be received from the Administrative Offices of the Alumni Memorial Union. In addition, persons wishing to post in buildings other than the Alumni Memorial Union need to check with the appropriate college or department deans, hall directors, or building supervisors for information regarding rules for

posting in the building or area. Only those postings that are university-related will be approved for posting on official university bulletin boards.

### **CHANGE OF PERSONAL DATA**

The university makes every attempt to maintain an accurate and up-to-date employee database for internal and external record keeping and reporting requirements. Upon hire, new employee information is collected and input into the Human Resources/Payroll Information Systems. Any changes in name, address, telephone number, or marital status must be immediately updated by employees on the MyJob online employee resource site at <http://myjob.mu.edu>. Changes in dependant status or other pertinent information must be promptly communicated to the Department of Human Resources so that appropriate records can be updated accordingly.

### **CRIME STATISTICS ANNUAL REPORT**

The university operates in accordance with the Federal Campus Crime Reporting Act through the publication of its annual report. The annual report lists the Public Safety Department's various services and explains how information relevant to the campus safety is distributed. A statistical comparison of major crimes over the previous three-year period is also included. A copy of the annual report can be obtained from the Public Safety office or from information racks located in several campus buildings and in all residence halls.

### **EMERGENCY/PUBLIC SAFETY**

The university's formal emergency procedures, outlined on the inside front cover of the Campus Directory, specify what to do in case of fire, medical emergency, bomb threats, tornado, snow closing, etc. For these and other related on-campus emergencies, employees should call the Department of Public Safety at 8-1911. Public Safety will in turn notify the Milwaukee Police and/or Milwaukee Fire Department and respond appropriately with trained personnel.

The university's Department of Public Safety provides around-the-clock comprehensive safety and security services to all members of the Marquette campus community, including employees. Public Safety personnel are highly trained, professional and distinctly visible in the services they render to students, employees, alumni, visitors and all others on the Marquette campus. Located at 749 N. 16<sup>th</sup> Street (16<sup>th</sup> Street between Wells and Wisconsin) the Department of Public Safety is open and staffed 24 hours a day, seven days a week on a year round basis. Public Safety Officers and University Services Officers perform vehicular, bicycle and foot patrols on a campus-wide basis.

For emergency notification purposes, the university has installed numerous emergency telephones (identified by blue lights) throughout the campus. These telephones are directly linked to the Department of Public Safety and will automatically connect when the receiver is lifted. These telephones should be utilized to summon assistance in emergencies and to report suspicious activities or circumstances.

## **EMERGENCY CLOSINGS**

Occasionally, in the event of hazardous or severe weather conditions, a decision is made to temporarily close the university. The decision is generally based on early morning weather conditions and/or forecasts and may affect both students and employees. The decision to close university business offices is made by the University's Senior Management after appropriate consultation and input. In most cases the decision to close the university will affect both students and employees. However, a decision may be made to cancel classes for students and still keep all or some university offices open for employees.

Emergency closing announcements are broadcast on numerous local television and radio stations. These announcements will be made as expediently as possible so that employees know before the start of their work shift whether or not to report for work. If it becomes necessary to close the university during the course of the workday, your department will be notified and your supervisor will allow you to leave. However, some university departments need to remain opening and functioning, as specified in UPP 6-05: Severe Weather.

Employees in specific departments or units who are required to report to work during weather emergencies; or who are allowed to work in lieu of being sent home, shall receive not only their regular pay, but also premium pay for all time worked. This premium pay may consist of hours paid at time and one half or of the employee given the option of electing to take the equivalent time off with pay at a later date, subject to supervisor approval.

## **EMPLOYEE COMMITTEES**

The university sponsors a variety of different campus committees and encourages employee involvement. These committees, although advisory in nature, offer the opportunity for employees to be actively involved in issues and concerns affecting the university community and to make recommendations to the general administration. The three primary committees are:

*Committee on Faculty* – Composed of faculty members, including librarians, the COF presents the concerns, issues and recommendations of faculty employees to upper administration through the Office of the Provost.

*Committee on Administrators* – Composed of exempt administrative staff, the COA presents the concerns, issues and recommendations of administrators to upper administration through the Vice President and General Counsel. In addition, the COA discusses topics such as professional development, university policies and practices, employee concerns and other related issues. Regular and at-large members are elected and serve on a rotating basis.

*Committee on Staff* – Composed of non-exempt support staff, the COS presents the concerns, issues and recommendations of support staff to upper administration through the Department of Human Resources, the Vice President and General Counsel. In addition, the COS discusses

topics such as professional development, university policies and practices, employee concerns, special support staff activities and other related issues. Regular and at-large members are elected and serve on a rotating basis.

In addition to these three established employee committees, certain ongoing and ad hoc committees meet on a periodic basis to discuss and review university-related issues.

## **LIVING WAGE**

The university has adopted and endorsed an official living wage policy for all its employees. This policy, consistent with Marquette's mission, is detailed in the University Policies and Procedures (UPP 4-13).

## **NOTIFICATION OF DEATHS FOR THE MARQUETTE COMMUNITY**

In the event of the death of an employee or of an employee's relative or loved one, or any other member of the Marquette family, University Ministry should be notified. The department head or department representative will make the notification, providing as much specific information as possible regarding funeral/visitation arrangements, prayers, services, names of family members and instruction for condolences. University Ministry will then communicate a campus-wide announcement in as timely a manner as possible. Of course, individuals may choose not to have a death of a relative or loved one announced by University Ministry. Their wishes will be honored accordingly.

## **PERSONAL CALLS**

Employees are encouraged not to make or accept personal calls during working hours. Such calls can be intrusive, distracting and diminish employee productivity. However, the university recognizes that there may be times when personal calls are necessary, not only in emergency situations, but also in situations involving pressing personal or family needs. When such calls are necessary, employees are expected to use good judgment and discretion, and if possible, make these calls during lunch or break periods. No personal long distance calls may be charged to the university.

## **PUBLICATIONS OF INTEREST**

Several different publications are available to the Marquette community for the purpose of keeping employees and others informed and updated about Marquette events, issues and news. These publications include:

*Marquette Matters* – the official employee newsletter, published by the Office of Public Affairs and mailed to all faculty and non-faculty employees.

*Benefit News* – a periodic publication from the Department of Human Resources, which covers items relating to employee benefits and benefit coverage at Marquette.

*Campus Directory* – a convenient compilation of employee names, phone numbers, office addresses and other pertinent campus information, which is updated and distributed annually.

*MU News Briefs* – a weekly e-mail sent to all faculty and staff, which include short items announcing important developments that affect all employees. Additional *News Briefs* are sent during the week if news warrants.

*The Marquette Tribune* – the student newspaper is published twice a week during academic sessions. It is available to all students and employees, on Tuesdays and Thursdays, at locations across campus.

*Marquette Magazine* – the quarterly publication, edited by the Office of Communication, which is sent to all alumni and, most recently, to all employees. Marquette Magazine contains articles and features on Marquette alumni and other topics of relevance to the Marquette community.

*Conversations* – the periodic publication on Jesuit Higher Education sent to all Marquette employees. It is a magazine containing scholarly and analytical articles and dissertations on topics of relevance to Jesuit Higher Education in the United States today.

The above list is certainly not all-inclusive, and several other publications are also made available to employees on a periodic basis.

## **RELIGIOUS ACTIVITY AND ACCOMMODATION**

Marquette University, as a Catholic institution rooted in the Jesuit educational tradition, is committed to supporting the faith life of employees, students and all other members of the Marquette community. Though steeped in the Roman Catholic traditions, the university appreciates religious diversity and welcomes students and employees of varying religious backgrounds and traditions in its midst. It also respects the rights of all individuals in the practice of their religious faith. Representatives of various religious affiliations may, in communication with the Office of University Ministry, provide religious services on campus for members of their respective religion or others who may wish to attend. The university recognizes and appreciates the fact that its employees come from various religious backgrounds. While operating requirements of all university departments must be met, appropriate arrangements to allow employees to take time off to fulfill faith commitments will be made whenever possible.

## **SMOKING POLICY**

The university has an established smoking policy, as outlined in the University Policies and Procedures. Smoking is prohibited in all areas of all university buildings except for those areas officially designated and posted by Facilities Services for smoking. The university's smoking policy proceeds from the position that there be clean air to breathe for all employees and that smoking on university premises is allowed as an exception and not presumed as a

given. Smoking in non-posted building areas is prohibited. Violations are subject to university corrective counseling procedures.

## **USE OF UNIVERSITY SUPPLIES, FACILITIES AND EQUIPMENT**

The university provides its employees with appropriate supplies, facilities and equipment necessary to effectively perform their job duties. These include office space, copiers, fax machines, phone systems, personal computers, voice mail, electronic mail, calculators, writing instruments, paper supplies, etc. These supplies, facilities and equipment are not to be used for personal business or for non-work related purposes. Employees are encouraged to use university resources prudently and efficiently. Misuse of these resources will be regarded as a serious violation of university policy.

## **UNIVERSITY HANDBOOK (GENERAL DISCLAIMER)**

It is the intent of Marquette University that all policies, procedures and information contained in this “Handbook for Employees” is accurate and up-to-date as of the distribution date. However, the university reserves the right to modify, clarify, or interpret these policies or procedures as it deems appropriate, at any time. The university will make a good faith effort to do so in a reasonable and equitable manner.

### **Policy on Acceptable Use of Marquette University Computer, Network, Telephony and Other Electronic Equipment**

#### **General Statement**

Marquette University, a Catholic, Jesuit, urban university is dedicated to pursuing truth, discovering and transmitting knowledge, promoting a life of faith and developing leadership expressed in service to others. Its educational mission reflects a commitment to intellectual rigor, social justice and an active engagement of contemporary issues. The university provides electronic resources to faculty, students and employees to facilitate their embodiment of the university’s mission.

The computing resources, voice and data networks, telephony systems and other electronic resources of Marquette University are made available to Marquette University faculty, students, employees and authorized guests for university instruction, research and administrative purposes. The resources provided are subject to legal and contractual limitations and persons using these resources must abide by all applicable university policies and all legal and contractual commitments. The university retains final authority to define what constitutes acceptable use and may prohibit use the university deems inconsistent with this policy.

## **System and Resources Covered**

This policy covers all computing, networking, telephony and information resources procured through, operated by or contracted by the university (collectively, “E-resources”). E-resources include, without limitation, computing resources, voice and data networks, telephony systems, telecommunications infrastructure, other computing hardware, software, databases, support personnel and services, physical facilities and communication systems and services.

## **Individuals Covered**

This policy applies to all persons accessing or using E-resources through any university facility. Covered persons include students, faculty, administrators, staff, independent contractors retained to perform work for the university, authorized university guests and any other person extended access or use privileges by authorized university system administrators (collectively, “users”).

## **Policy on Access and Use**

All users must use E-resources in a manner consistent with applicable university policies, procedures, and codes of conduct, including, as applicable, those found in the *At Marquette* student handbook, university Policies and Procedures and the Employee Handbook. Users must also abide by all applicable international, federal, state and local laws in effect from time to time and all university contractual commitments, including without limitation, the acceptable use policy of the university’s Internet Service Provider(s) (set forth below). Use of E-resources is restricted to authorized users for authorized purposes.

Users must use valid university identification in order to secure input/output and access to computer labs. Users are encouraged to use all available system features to enhance security of their access codes and files. For more information on these features and policies refer to vendor publications and various Information Technology Services publications and documents.

The unauthorized use of access codes or privileges associated with an access code not assigned to a user, or the reading, copying, altering or destroying of files or software for which the user has not been given authorized access by the owner; the intentional or negligent altering or destroying of files or software provided by the university, or actions which interfere with E-resources access by other users is serious misuse of the system. Users are responsible for the use of any user (e.g., graduate assistant, administrative assistant) to whom they provide their access code and may not allow access with their access codes by any nonuser.

Usage and content may be monitored to administer the systems properly, to identify unauthorized use, and to investigate misuse. Administrators of E-resources are authorized to take reasonable steps necessary to preserve the availability and integrity of the system, to allocate usage of resources in accordance with university priorities, to restore the integrity of the system in case of abuse, virus or other malfunction and to protect the integrity of the university data and assets.

Persons using resources for other than the above stated purposes (such as for outside consulting, private business enterprises or for work for another institution or person) must apply for a funded/commercial access code, submit a purchase order, and pay for resources at current rates.

### **Remedies**

In the event that university personnel observe what they consider to be misuse of E-resources, they will contact the user or their supervisor (in the case of university employees) and recommend appropriate action, including one or more of the following:

- That the misuse cease and desist,
- That the project be more carefully supervised,
- That the user be required to reimburse the university or pay for E-resources,
- That the user be denied access to the E-resource(s) temporarily or permanently,
- That appropriate university disciplinary action or civil action be taken, and/or
- That appropriate law enforcement authorities be contacted.

### **Supplemental Policies by Individual Units**

Individual units (e.g., departments, colleges and divisions) within the university may define supplemental conditions of acceptable use for facilities and resources under their control. Such individual unit policies may provide additional detail, guidelines and restrictions appropriate to the particular circumstances of such unit. Individual unit conditions must be consistent with this general policy and this general policy shall supersede any inconsistent provision of any unit policy.

### **Amendments**

The university reserves the right to change the policies, information, requirements and procedures announced in this policy at any time. Changes required by the university contractual commitments shall be effective and binding upon users upon execution of any such contract by the university. A user shall be deemed to have accepted and be bound by any change in university policies, information, requirements or procedures if such users use E-resources at any time following announcement or publication of such change.

**~ MARQUETTE UNIVERSITY ~**

|   |
|---|
| <p><b>ACKNOWLEDGEMENT OF RECEIPT</b></p> <p><b>HANDBOOK</b></p> <p><b>FOR</b></p> <p><b>EMPLOYEES</b></p> |
|---|

Employee Name \_\_\_\_\_

Department \_\_\_\_\_ Hire Date \_\_\_\_\_

I have received a copy of the Marquette University Handbook for Employees. I agree to review it thoroughly and to familiarize myself with its contents, in particular the General Rules of Conduct contained in Section 4. I agree to comply with the university's rules of conduct, as well as with all established policies and procedures, in the university and within my department.

I understand that the university reserves the right to modify and update the contents of this handbook. I also understand that this handbook in no way implies or guarantees a contract of employment and that my employment with Marquette University is classified for legal purposes as an "at-will" relationship. This "at-will" relationship means that either party may end the employment relationship at any time, for any legal reason.

Signed \_\_\_\_\_

Date \_\_\_\_\_

(Please return this signed and dated Acknowledgment of Receipt to the Department of Human Resources, Straz Tower, Room 185)