

# Marquette University

## Handbook For Employees (Non-Faculty)

January 2020

# MARQUETTE UNIVERSITY HANDBOOK FOR EMPLOYEES

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## **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 2018, supersedes, and takes precedent over all previously issued non-faculty 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, Suite 185.

## **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 draw Native Americans to Christianity. The desire led him to explore the continent. In 1673, as part of an expedition, which traveled to 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 open a 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. On the same visit, Henni asked the Jesuits to open a school in Milwaukee. 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, 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 (an innovation for Catholic colleges and universities). Shortly thereafter, he decided to admit female students to this program, causing Marquette to become the first Catholic college or university in the world to offer a coeducational program. 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 the university's student body became more national in its composition. In the 1960s and 1970s, Marquette introduced doctoral programs in several fields, including religious studies, biology, history, and chemistry. In 1969, the university reorganized its Board of Trustees, bringing together both Jesuits and lay people as members of the Board of Trustees.

Marquette shares a commitment with other universities to the truth and derives a distinct benefit from its deep involvement with professional and graduate education. It has continued 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 complete 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.

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

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

## **ORGANIZATIONAL STRUCTURE**

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. University administration is organized into eight major divisions. The primary operational areas of the university include:

Human Resources Department  
Information Technology Services  
Intercollegiate Athletics  
Marquette University Police Department  
Office of Corporate Engagement  
Office of Finance  
Office of General Counsel  
Office of Marketing and Communication  
Office of Mission & Ministry  
Office of Planning and Facilities Management  
Office of the Provost  
Office of Public Affairs  
Office of Research and Innovation  
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 Police Department as a security and safety service to the university community. The Marquette University Police 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 the Police Department's emergency line by dialing 8-1911 from any campus extension or 288-1911 from any off campus phone.

The Police 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 Police Department Communications Center. The Communications Officer will know the exact location of the caller, which enables assistance to be dispatched immediately.

The Marquette University Police Department 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 the Police Department at 288-6363.

## **CHILD CARE CENTER**

The Krueger Parent and Child Care Center, located at the 500 N. 19th Building on the west side of the Marquette campus, offers childcare 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 childcare 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.

## **DISABILITY SERVICES**

The Office of Disability Services, located in the 707 Building and headed by the Director, Office of Disability Services, works to address the needs and issues of students with disabilities. The Director 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 Assistant Vice President of Human Resources, or his/her designee, in Straz Tower 185, extension 8-7305.

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

Marquette offers an employee assistance program (EAP) free of charge 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 Aurora Employee Assistance Programs. Information can be found at: <https://www.marquette.edu/hr/EmployeeAssistancePrograms.shtml>

## **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 *Excellence in University Service Awards* are presented each year to four staff members in recognition of their achievements and excellence in service to Marquette University, and to acknowledge the many valuable contributions made by the university's employees.

## **FABER CENTER FOR IGNATIAN SPIRITUALITY**

The Faber Center for Ignatian Spirituality serves faculty and non-faculty employees 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 Ministry 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 the campus libraries. The main facility, Raynor Memorial Libraries, located at 1355 W. Wisconsin Ave., consists of two adjoining buildings: The John P. Raynor, S.J., Library, which opened in 2003, which offers more than 240 networked PCs and seating for 1,100, and the Memorial Library, accessed via the second-level bridge and cafe, which offers quiet study space for more than 1,000 readers and houses the bulk of the libraries' 1.7 million volume collection, including books and most bound journals. Your MU photo ID is required for turnstile access to the libraries, for all borrowing transactions, and for off-campus access to e-resources. The Libraries' home page (<http://www.marquette.edu/library>) serves as a portal to all resources and services, as well as to MARQCAT, the campus online catalog. The Information Desk is available by phone (288-7556), e-mail, walk-up, IM, or research consultation appointment. Research Guides, prepared by Marquette librarians, serve as an introduction to library resources in every discipline: (<http://libguides.marquette.edu/>)

The Ray and Kay Eckstein Law Library is part of the Law School and all law holdings are included in the campus online catalog, MARQCAT. Call for reference help (288-3837), circulation (288-7092), or service hours (288-7031). (<http://law.marquette.edu/law-library/eckstein-law-library>)

## **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 & MINISTRY**

The Office of Mission and Ministry 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 Ministry works in partnership with the Faber Center for Ignatian Spirituality and Campus Ministry, and maintains an ongoing dialogue with key university offices (Office of the Provost, Office of the Executive 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 Ministry:

- Introduces new members of the Marquette community to the culture, values, and heritage of the University;

- Supports faculty, non-faculty employees, students, alumni, 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, non-faculty employees, trustees and alumni/ae — enters into this covenant with each new generation of our students. The Mission and Ministry Office is located in Zilber Hall, Suite 423. More information can be found at: <http://www.marquette.edu/mission/>.

## **HAGGERTY 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.

## **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. Renewal of employee permits will be submitted electronically on a bi-annual basis.

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.

## **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.

## **CAMPUS MINISTRY**

Campus Ministry at Marquette University exists to serve the spiritual needs of all students; under the Office of Mission and Identity, Campus Ministry addresses the needs of faculty and staff.

Campus Ministry works to:

- promote the mission of the University.
- develop a faith community through prayer, small group faith sharing and retreats.
- provide pastoral care through individual pastoral counseling and small support groups.
- facilitate a vibrant worshipping community through a variety of liturgies and prayer services.
- offer opportunities for Christian service, and reflection on justice issues.
- provide opportunities for worship and faith development for those of all faiths.

Outreach to students is also provided through Hall Ministers living in each of the residence halls. Chaplains to the colleges are available to provide both personal and departmental support in the way of pastoral care, prayer, faith formation and justice education. Campus Ministry is located on the second floor of the Alumni Memorial Union, Room 236. For more information, including a calendar of events and services, please see our web site [www.mu.edu/cm](http://www.mu.edu/cm) or contact us by phone at 414-288-6873.

## **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*, The Marquette Spirit Shop, located on the ground floor of the Alumni Memorial Union is a retail shop which sells Marquette imprinted sportswear and gifts. Employees are eligible to receive a 20% discount on their purchases; some exclusions apply.

*Town 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.

## **WELLNESS PROGRAMS**

A Wellness Implementation Committee, established by the Office of the Provost, was formed in August 2009. The committee is comprised of employee representatives from faculty and staff groups and meets on a regular basis. This committee coordinates and provides wellness programming for existing programs; and continues to plan, create, and evaluate new programs. All employees are encouraged to support and participate in these wellness programs. Information can be found at: <http://www.marquette.edu/wellness/employees/>.

The committee was instrumental in creating the Marquette Wellness Center which is a FREE, wellness space dedicated to faculty and staff on campus. The space can be used for workouts, meditation, and wellness related events. The Marquette Wellness Center is open 24/7 and includes a conference room, a fitness area, two changing rooms with showers, two restrooms, and a quiet space/work area. To gain access to the center, you must complete the online liability waiver and read through the guidelines and responsibilities that can be found at: <http://www.marquette.edu/wellness/employees/marquette-wellness-center.shtml>.

## **EMPLOYMENT POLICIES**

## **SECTION 3**

### **AFFIRMATIVE ACTION STATEMENT – JESUIT AFFIRMATIVE ACTION**

While Marquette University is firmly committed to and reaffirms its policy of nondiscrimination and affirmative action in its recruitment practices, it also reserves its right to grant preference to persons who will advance its Jesuit and Catholic identity as established within the educational traditions of the Society of Jesus. This it must do to exercise its religious and educational mission and maintain its institutional integrity.

As a Jesuit university, Marquette will therefore consider the candidate's expressed willingness to support and carry out the university's stated mission as a key criterion in the hiring process of all employees. In addition, the University will weigh the candidate's willingness to understand and engage Catholic intellectual and social tradition as a pertinent consideration in the appointment of faculty and administration.

Marquette University may grant preference in its employment practices to members of the Society of Jesus. e.g. the University may favor a qualified Jesuit applicant over a qualified non-Jesuit applicant for an academic or administrative position. To preserve the existing relationship between the University and the Society of Jesus, recruiting efforts will include notification of the Office of Mission and Identity (specifically, the Chair of the Jesuit Recruitment Committee) of faculty and administrative vacancies as they occur. If such vacancies can be filled by a fully qualified Jesuit, no further affirmative action efforts will be required.

### **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 Assistant 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.

The Department of Human Resources announces position vacancies within the university on the Employment@Marquette 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 non-exempt staff (hourly) 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 non-exempt (hourly) and exempt (salaried) 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 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 non-faculty 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 COLLEAGUES' CONVOCATION**

Each August, prior to the start of the Fall semester, the Offices of Mission and Ministry, the President, the Provost, and the Executive Vice President sponsor and conduct a university-wide orientation for all new employees, known as the "New Colleagues' Convocation". All university faculty and non-faculty employees hired during the prior 12-month period are invited. The day includes a deeper introduction to the Life of St. Ignatius and the Society of Jesus, the founders of Jesuit Higher Education; the Mission of Marquette through the lens of university leadership; and the practical application of the Guiding Values to the roles each employee. Please contact the Office of Mission and Ministry for more information

## **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.

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 non-faculty 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 non-faculty 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**

Marquette University recognizes the importance of encouraging and supporting employee professional development activities. Participation in local and national conferences, attendance at on-campus or local lectures and workshops, and development through various departments and units across campus are available to employees. When participation in a professional development activity requires attendance during the employee's normal work schedule and/or the payment of fees or other expenses, prior approval by the supervisor is required. Supervisor approval may be dependent upon factors such as budget, the ability of the department to function satisfactorily in the employee's absence and the relevance of the activity to the performance of job duties. If the activity is job related or contributes to an employee's professional development plan the activity time should be considered and paid as regular time worked. Meal periods should still be utilized by employees on workdays in which professional activities are attended. Participation time for supervisor approved development activities that are not related to job duties or an employee's professional development plan should not be considered regular time worked. Participation in development activities should not interfere with the effective performance of job responsibilities.

*GROW with Marquette* is a program that provides employee opportunities for professional and personal growth on a variety of subjects including technology, wellness, policies and procedures, supervision, communication, stress and time management, leadership, customer service, conflict resolution, diversity, and other valuable subjects. Customized training is also available. Participation requests to attend Marquette University GROW classes should be reviewed by supervisors for approval on a class by class basis.

For additional GROW with Marquette program information, contact the Department of Human Resources or visit: <http://www.marquette.edu/hr/employeedevelopment.shtml>.

## **EVENTS**

Release time from work to attend a university event is dependent upon the approval of the employee's supervisor and the ability of the department to function satisfactorily in the employee's absence. Approved time for attendance at events including the President's Address, Christmas celebrations, and Mission and Ministry sponsored programs is considered regular time worked. In cases where events or programs overlap the meal period, only the standard meal period should be deducted, with the remainder of the time considered regular time worked. Paid and non-paid time for attendance at all other university events is determined at the discretion of the supervisor.

## **VOLUNTEER OPPORTUNITIES**

"Volunteers" are individuals who offer their services without cost to a charitable organization, events, or programs. The university realizes that many volunteer activities benefit the community at large. However, employees should, in general, perform volunteer activities unpaid outside of their university work hours, i.e., outside of their normal 37.5 or 40 work hours per week. Employees must obtain prior approval from their supervisor to participate in volunteer activities that occur during their normal university work hours.

## **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**

Non-exempt (hourly) 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. Exempt (salaried) 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 record keeping purposes and is responsible for entry of resignation into the MyJob system.

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. Floating holiday, accrued vacation and sick hours cannot be used in lieu of notice or used during the notice period; unless already approved in advance of providing notice. An employee may not use a holiday or any gift of time as their resignation date. They must work their regularly schedule day following a holiday. The last day of work cannot be the first day back from a gift of time or holiday. Pay for accrued but unused vacation days will be included in your final check, in accordance with the university vacation policy. However, for exempt employees, any vacation used but not accrued during the fiscal year of termination must be repaid upon termination. If benefit premiums are owed at the time of termination, the deductions will occur from any wages and/or vacation payout the employee receives.

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 Vice President of Human Resources, Straz Tower, Room 185. Refer to the Bridging of Service university policy and procedure for more information.

## 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

It is the policy of the university to administer corrective action, for just cause, to employees whose work performance, behavior, or violation of rules of conduct warrant it. Typically, minor first offenses should be addressed informally with an oral warning. Serious or more frequent violations warrant more formal corrective action, up to and including termination. Levels of corrective action include:

1. First Written Warning
2. Second Written Warning

### 3. Final Written Warning

### 4. Termination

Serious or more frequent violations warrant more formal correction action or other discipline such as suspension without pay, up to and including termination. If a serious offense has occurred, and immediate action must be taken, the supervisor should contact the Department of Human Resources immediately to discuss the appropriate course of action. If a thorough investigation is warranted prior to a final decision of termination, Human Resources, in conjunction with the supervisor, will collaborate to make this determination. If the employee is required to leave the premises, they will remain in a suspended status pending the outcome of the investigation. If such investigation finds the employee was not at fault, pay for any lost time will be provided. The university's official Policy on Corrective Action is contained in the University Policies and Procedures ([www.marquette.edu/upp](http://www.marquette.edu/upp)).

## **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. Business casual dress is approved during the summer months beginning the day after Commencement and extending until Convocation, and includes permission to wear denim when appropriate. 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. First Written Warning
2. Second Written Warning
3. Final Written Warning
4. Termination

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, timecards, 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 (\*See complete weapons policy below).
7. Bringing animals into the workplace or having animals or pets in the workplace, or in any university building or facility at any time. This restriction does not apply to situations such as the legitimate need for guide dogs, etc., subject to the pre-approval of management.
8. Stealing, unauthorized removal, use, loss, damage, or destruction of property belonging to the university, employees, students, or visitors of the university.
9. Refusal to follow a work directive, carry out assigned job duties or insubordination toward a manager, supervisor, or management representative.
10. Demonstrating any conduct or behavior which constitutes sexual harassment, racial abuse, discrimination or creates a hostile or abusive work environment.
11. Use of obscenities or abusive language at work and/or in the workplace.
12. Violating or ignoring workplace safety standards and expectations.
13. Unauthorized or misuse of electronic resources or equipment.
14. Retaliation of any kind against any employee who has exercised his/her rights to report or allege violations of university rules, regulations, policies, or procedures.
15. Any and all other standards of conduct which the university has established or reasonably has the right to expect in conducting its business.

## **WEAPONS POLICY**

Employees are prohibited from:

- Carrying any weapons on University property except as expressly permitted by applicable State law.
- Openly carrying any weapons on University property, except for command staff and Public Safety officers in the University Department of Public Safety.
- Carrying any weapons in any University building or leased space or at any University special event marked with signage specifying “WEAPONS ARE PROHIBITED IN THIS BUILDING.”
- Carrying or possessing any weapons during working hours or while acting within the scope of employment, except for concealed weapons stored within an employee’s personally owned vehicle in the manner required by University policy.
- Carrying or storing any weapon in a University owned or leased vehicle, except for command staff and Public Safety officers of the University Department of Public Safety.

- Using a personally owned vehicle in which there is a concealed weapon for University business without first disclosing to the employee's supervisor the presence of the concealed weapon in the employee's personally owned vehicle and obtaining the supervisor's permission to use the personally owned vehicle for University business. The employee must disclose to the supervisor the presence of a concealed weapon in his or her personally owned vehicle, and permission must be obtained for each specific use.
- Failing to store any weapon in a personally owned vehicle on University property except in the vehicle's glove compartment or trunk, or encased such that the existence of the weapon is concealed. Encased means completely zipped, snapped, buckled, tied, or otherwise fastened, with no part of the weapon exposed.
- Failing to lock a personally owned vehicle on University property that contains any weapon when the employee is not present in the vehicle.
- Possessing unloaded ammunition on University property, except for command staff and Public Safety officers of the University Department of Public Safety.
- Implying possession of, threatening to use, displaying, brandishing, using, or discharging a weapon on University property for any purpose or reason except lawful self-defense or lawful defense of others.
- Selling or serving alcohol, or permitting the sale or service of alcohol, for consumption on University property to any person whom the employee has reason to believe is carrying a concealed weapon.
- Failing to report timely to the University Department of Public Safety the presence on University property of any person whom the employee has reason to believe is in possession of or carrying a weapon in violation of University policy, unless doing so would subject the employee to others to the threat of physical harm, or taking other action in response to the presence of any person whom the employee has reason to believe is in possession of or carrying a weapon in violation of University policy except for reporting the presence of the weapon to the University Department of Public Safety.

The University's comprehensive weapons policy is located at [www.marquette.edu/weapons-policy](http://www.marquette.edu/weapons-policy). Employees are expected to be familiar with the policy and should address any questions concerning the policy to the Department of Public Safety.

## **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 active 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 Assistant Vice President of Human Resources for further investigation. The Assistant 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 exempt employee) 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, sexual orientation, 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 Executive 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 member, non-faculty employee, 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  
TITLE IX SEXUAL HARASSMENT, DISCRIMINATION AND SEXUAL  
MISCONDUCT POLICY<sup>1</sup>**

**INTRODUCTION**

Marquette University (“the University” or “University”) strives to provide an educational environment that reflects its Catholic, Jesuit mission and preserves the safety and dignity of its community members. University community members, guests, and visitors have the right to be free from all forms of Sexual Harassment, Sex Discrimination, and Retaliation (collectively, “Prohibited Conduct”).

The University does not tolerate incidents of Prohibited Conduct. To that end, it has developed this Policy, which covers Student- and Faculty-, or Staff-related matters of Prohibited Conduct, whether the alleged conduct occurred on- or off-campus and regardless of whether the alleged perpetrator is a Student, Faculty, Staff, or third party.

When an allegation of Prohibited Conduct is reported to the Title IX Coordinator or other Official with Authority, the University will respond promptly, equitably, and thoroughly to reasonably ensure such conduct ends and is not repeated, and to institute supportive measures to restore or preserve equal access to the University’s Education Program or Activity. Further, Students, Faculty, and Staff who retaliate against individuals who report Prohibited Conduct will be subject to disciplinary action for Retaliation as described in this Policy.

While most Faculty and Staff (collectively, “Employees”) are required to report all incidents of Prohibited Conduct to the Title IX Coordinator or other Official with Authority, Students are strongly encouraged to do so. Reporting helps preserve the safety and dignity of the University’s campus and community members. A report of Prohibited Conduct to the Title IX Coordinator or other Official with Authority will result in a coordinated response as set forth in this Policy.

Any person may report Prohibited Conduct to the Title IX Coordinator in person, by mail, by email, by telephone, or by virtual communication platform. See Section XI on reporting Prohibited Conduct.

**I. SCOPE OF THIS POLICY**

This Policy was drafted considering the University’s own commitment to addressing Prohibited Conduct and considering Title IX of the Higher Education Act of 1972, Title IX’s

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<sup>1</sup> Much of Marquette University’s Policy on Sexual Harassment, Discrimination and Sexual Misconduct was adapted from the ATIXA SEX GENDER-BASED HARASSMENT, DISCRIMINATION AND SEXUAL MISCONDUCT MODEL POLICY, Brett A. Sokolow, J.D., et al. and the National Center for Higher Education Risk Management.

Final Regulations issued on May 6, 2020,<sup>2</sup> and all associated laws and regulations, including the Violence Against Women Act (“VAWA”)<sup>3</sup> and the Clery Act.<sup>4</sup> Title IX is a federal civil rights law that prohibits discrimination on the basis of sex in federally funded education program or activities. Title IX prohibits the University from discriminating on the basis of sex in its Education Program or Activity, including admissions and employment.<sup>5</sup>

This Policy applies to all Students; Employees (all Faculty and Staff); visitors; guests; and associations, clubs, organizations, and their members affiliated with and using the benefits and services provided by or connected with the University.

This Policy is not intended to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by [academic freedom](#).

Student and Employee inquiries concerning Title IX may be referred to:

Kristen Kreple, J.D.  
Title IX Coordinator  
AMU 437  
P.O. Box 1881  
Milwaukee, WI 53201-1881  
(414) 288-3151  
[kristen.kreple@marquette.edu](mailto:kristen.kreple@marquette.edu)

In addition, inquiries about the application of Title IX and the 2020 Title IX Final Regulations may be referred to:

Assistant Secretary for Civil Rights  
United States Department of Education  
Office for Civil Rights  
400 Maryland Ave., SW  
Washington, D.C. 20202  
(202) 453-5900

Further, the University does not discriminate on the basis of race, color, gender, age, sexual orientation, transgender status, religion, disability, veteran’s status, or national origin in its

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<sup>2</sup> See Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance (hereinafter 2020 Title IX Regulations), 34 C.F.R. § 106.30 (2020).

<sup>3</sup> Section 304 of the Violence Against Women Reauthorization Act of 2013 requires that universities have procedures in place to respond to matters of sexual assault, relationship (dating and domestic) violence, and stalking. See Violence Against Women Reauthorization Act of 2013, Pub. L. No. 113-4, § 304, 127 Stat. 89 (2013).

<sup>4</sup> The Clery Act requires universities that participate in federal [financial aid](#) programs to keep and disclose information about crime on and near their campuses. See 20 U.S.C. § 1092 (1990).

<sup>5</sup> Title IX preempts state and local law. See 2020 Title IX Regulations, 34 C.F.R. § 106.6(h).

Education Program or Activity, including admissions and employment.<sup>6</sup> Such discrimination is not only counter to the University's values but also is prohibited by federal law.

Nothing in this Policy denies any individual's rights under Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq. or any regulations promulgated thereunder. Further, this Policy respects and upholds individual's rights under Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, as applicable.

Employee inquiries concerning Section 503 of the Rehabilitation Act of 1973<sup>7</sup> and Title III of the Americans with Disabilities Act of 1990<sup>8</sup> may be referred to:

Department of Human Resources  
Straz Tower  
P.O. Box 1881  
Milwaukee, WI 53201-1881  
(414) 288-7305  
[humanresources@marquette.edu](mailto:humanresources@marquette.edu)

Students and Employee inquiries concerning Title VI,<sup>9</sup> Title VII,<sup>10</sup> the Age Discrimination in Employment Act of 1967, as amended,<sup>11</sup> and Executive Order 11246, as amended,<sup>12</sup> may be referred to:

Elizabeth (Liz) Sides  
Director of Employment and Employee Relations  
Straz Tower 185  
P.O. Box 1881  
Milwaukee, WI 53201-1881  
(414) 288-0830  
[elizabeth.sides@marquette.edu](mailto:elizabeth.sides@marquette.edu)

All University community members (Employees, Students, contract personnel, agents, visitors, guests, volunteers, and other individuals associated with the University) are prohibited from engaging in acts of discrimination based on the above-referenced bases.

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<sup>6</sup> The University complies with Titles VI, VII, and IX; the Age Discrimination Act in Employment of 1967 as amended, the Rehabilitation Act of 1973 as amended, the Veteran's Readjustment Assistance Act of 1974, and the Americans With Disabilities Act of 1990.

<sup>7</sup> Section 503 of the Rehabilitation Act of 1973 is a law that prohibits federal contractors and subcontractors from discriminating in employment against individuals with disabilities and requires employers take affirmative action to recruit, hire, promote, and retain these individuals. *See* 41 C.F.R. § 60.741.

<sup>8</sup> Title III of the Americans with Disabilities Act prohibits discrimination on the basis of disability in public accommodations and requires newly constructed or altered places of public accommodation to comply with the ADA Standards. *See* 42 U.S.C. § 12182.

<sup>9</sup> Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. *See* 42 U.S.C. § 2000d.

<sup>10</sup> Title VII of the Civil Rights Act of 1964 protects employees against discrimination based on race, color, national origin, sex, and religion. *See* 42 U.S.C. § 2000e.

<sup>11</sup> The Age Discrimination in Employment Act of 1967 prohibits employment discrimination against anyone at least 40 years of age in the United States. *See* 29 U.S.C. §§ 621–634.

<sup>12</sup> Executive Order 11246 requires non-discriminatory practices in hiring and employment on the part of U.S. government contractors. *See* 41 C.F.R. §§ 60-1.1-60-2.35.

University Students and Employees are responsible for knowing the information and procedures outlined in this [Policy](#) in addition to knowing the University's other antidiscrimination policies. Other University policies and procedures may be referred to or referenced in this Policy. To the extent other University policies conflict with the rights, processes, and procedures under this Policy, this Policy shall govern. These rights apply irrespective of Federal Education Rights and Privacy Act ("FERPA")<sup>13</sup> provisions to the contrary.

By signing the employee handbook acknowledgement, you are acknowledging you have fully read and understand the [\*\*MARQUETTE UNIVERSITY'S INTERIM SEXUAL HARASSMENT AND SEX DISCRIMINATION POLICY.\*\*](#)

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<sup>13</sup> Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g.

## **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

## SECTION 5

### 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, vision and dental), life insurance, long-term disability insurance, voluntary long-term care, critical illness hospital indemnity, flexible-spending accounts (FSA), health savings account (HSA), a retirement plan, 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. Benefit premium deductions will occur via the University issued paycheck. Upon termination of employment, if benefit premiums are owed, these deductions will occur from any wages and/or vacation payout the employee receives.

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 Calendar Day Enrollment Window)

As of January 1, 2019, new hires or newly eligible employees will be eligible for benefits the 1<sup>st</sup> of the month following their date of hire/eligibility date unless otherwise indicated.

Eligibility for benefits is based on scheduled hours per week as stated below:

<b>Insurance Plan</b>	<b>37.5 hours/week and greater</b>	<b>30-37 hours/week</b>	<b>20-29.5 hours/week</b>	<b>Less than 20 hours/week</b>
Medical	Employee share	Employee share	Full cost	Not eligible
Dental	Employee share	Employee share	Full cost	Not eligible
Vision	Employee share	Employee share	Full cost	Not eligible
Basic Life Insurance	No cost to employee	Full cost	Full cost	Not eligible
*Optional Life	Full cost	Full cost	Full cost	Not eligible



Insurance				
Long Term Disability (LTD)	Employee share	Not eligible	Not eligible	Not eligible
*Hospital Indemnity	Full cost	Full cost	Full cost	Not eligible
*Critical Illness	Full cost	Full cost	Full cost	Not eligible
Health Care FSA	Full cost	Full cost	Full cost	Not eligible
Dependent Care FSA	Full cost	Full cost	Full cost	Not eligible
Health Savings Account (HSA)	Full cost	Full cost	Full cost	Not eligible
*MetLaw Legal Plan	Full cost	Full cost	Full cost	Not eligible

**NEW HIRE EFFECTIVE DATES:**

- Medical, Dental, Vision, LTD= 1st of the month following date of hire
- Basic Life= Date of hire
- FSA/HSA= 1st of the month following 30 days from date of hire
- \* Denotes Voluntary Benefits

**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 calendar 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) and/or the Health Savings Account Program.

Changes in health care coverage can only be made within 30 calendar 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. 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.

**DENTAL INSURANCE**

The university offers comprehensive dental insurance to eligible employees and family members. The plan provides coverage for diagnostic and preventive, restorative and orthodontic services. Eligible employees are covered the 1<sup>st</sup> of the month following date of hire/eligibility. In order to obtain coverage, eligible employees must complete the online enrollment process within 30 calendar days from the date of hire. Details and plan summaries are available online.

## **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 Aurora Healthcare. Information can be found at <https://www.marquette.edu/hr/EmployeeAssistancePrograms.shtml>

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

In accordance with the Internal Revenue Service provisions, Marquette offers both a Dependent Day Care Spending Plan and a Health Care Flexible 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 day 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/eligibility. 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 at least sixteen (16) paid holidays including: Martin Luther King Day, Good Friday, Memorial Day, Independence Day Gift of Time, Labor Day, Thanksgiving, the day after Thanksgiving and Christmas/New Year’s Gift of Time per year to benefit eligible full-time employees (See Section 7 – Time Off From Work for eligibility of holiday pay). The holiday schedule is published each January for the following calendar year. Part-time benefit eligible employees whose regular scheduled workday falls on a recognized university holiday are eligible for pay for that day only, equal to their normal scheduled work hours. In addition, eligible full-time employees, after one year of employment, qualify for one paid floating holiday to be used within each calendar year. Terminating employees who have not used their floating holiday prior to their last day worked will not be paid for the floating holiday, nor can employees take a floating holiday during the resignation notice period, unless scheduled prior to submitting their resignation.

## **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 Life and employees must complete the online enrollment within 30 calendar 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 1<sup>st</sup> of the month following date of hire/eligibility. Eligible employees must complete the online enrollment process within 30 calendar days from date of hire/eligibility. The benefit provides income replacement during periods of absence from work due to 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 Marquette University Matching 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 are available online.

## **MEDICAL INSURANCE**

The university offers a comprehensive medical health care insurance to full-time and regular part-time employees and their families effective the 1<sup>st</sup> of the month following their date of hire/eligibility. In order to obtain coverage, eligible employees must complete the online enrollment process within 30 calendar days from the date of hire/eligibility. Eligible employees may elect coverage through one of the currently offered plans. All terms and conditions of these plans shall apply to new employees. Employees are required to make premium payments, depending upon which plan they elect. The university conducts annual enrollment and information sessions for medical, dental and vision plans once each year, usually in the fall. Details and plan summaries are available online.

## **RETIREMENT PLAN**

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 or teach 6 credits per semester for a minimum of two consecutive semesters. 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. If you worked for another non-profit educational/research facility prior to your employment at Marquette, you might be eligible to waive all or a portion of the two year waiting period. To apply for eligibility, complete the Past Service Record Form at: <http://www.marquette.edu/hr/TIAA-CREF.shtml>. The Retirement Plan is affiliated with Teachers Insurance and Annuity Association – College Retirement Equities Fund (TIAA). Monies for eligible participants are deposited in TIAA tax-sheltered annuity contracts, which offer fixed income and variable income investment funds for retirement. Participation in the Retirement Plan is voluntary. Employees who make a minimum contribution 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 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 non-exempt (hourly) employees. Benefit eligible, part-time regular non-exempt employees are eligible for prorated sick pay. In addition, short-term disability programs are provided to eligible exempt and non-exempt employees. Non-exempt employees earn one sick day per month of service, up to a maximum of 60 days. However, supervisors may restrict employees from taking sick time during the first three months of employment. Up to 70 days of short-term disability benefits can also be earned after eligibility is met. Exempt (salaried) employees qualify for short-term disability upon completion of one year of full-time service.

### **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 University's Department of 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. 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 exempt employees appointed prior to November 1, 1980, are

eligible for full-time Law School and Dentistry tuition remission. Non-tuition fees such as 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) and Tuition Exchange are undergraduate tuition remission options that allow dependents eligible for tuition benefits at Marquette to apply for the same benefits at participating Jesuit (through FACHEX) or other (through Tuition Exchange) host institutions. The Office of the Provost in accordance with University Policies and Procedures and the requirements of other participating institutions administer FACHEX and Tuition Exchange.

## **VACATIONS**

The university offers a competitive paid vacation schedule to all eligible employees. Vacation accrual days are subject to scheduling, supervisor approval and reporting requirements. Vacations are intended for rest and relaxation and for the overall benefit of Marquette employees. 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 the vacation policy are outlined in section 7 of this handbook and in the University's Policy and Procedure UPP 4-02 vacation. All vacation must be reported through the university's timekeeping system, EmpCenter for non-exempt employees and MyJob for exempt employees. New employees are asked to review this information carefully.

**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 workload 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 non-exempt 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. Refer to Benefit Eligibility on page 60 to determine employee and employer cost for benefits 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 work week 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 AND TITLE CHANGES**

Requests for reclassification can be made after an employee has been in the job for more than 12 months or if significant changes have been made to the position. The supervisor must agree that an evaluation is necessary. The employee will complete a Position Evaluation Questionnaire (PEQ), job description and submit to their supervisor for review. Once the supervisor has approved the updated PEQ and job description, the forms should be submitted to the Director of Compensation in Word format via email for review. Based on a careful and thorough evaluation of the duties and responsibilities of the job, a classification recommendation will be made by the Department of Human Resources. Due to the width of the broadband structure, a job may increase in evaluation points but not increase to the next band. The job will be assigned to a salary hire range within the band based on market data.

A new title can be assigned to more accurately reflect the job duties and/or department organizational structure. Before a title change can be made or communicated, the supervisor will email the Director of Compensation requesting a title change, indicate the reason for the title change, and submit an updated Position Evaluation Questionnaire (PEQ) and job description via email. The Director of Compensation will evaluate the request, job description and PEQ to determine if the new title is consistent with the university organizational structure and titles of comparable positions across campus and within the same band.

## **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. Non-exempt 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 hours 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 Executive 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 online on the payroll or human resources website, or updates can be made via Myjob. 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 made through Myjob to assure receipt of the W-2 reporting form.

## **TIME RECORDS & VACATION REPORTING**

Marquette University employees have been hired to maintain a high level of service to students and the university community. In order to maintain this level of service, university employees are required to report to work on time and comply with their established work schedules. Absences place additional burdens on other employees and reduce the efficiency of the university. Therefore, employees are expected to meet satisfactory attendance standards by beginning and ending work at their scheduled times and attending to personal matters at times outside of scheduled working hours. Good attendance is a critically important job requirement.

The university is required by law to record and pay for hours actually worked, including overtime hours, for non-exempt employees. Time actually worked for non-exempt employees is documented by EmpCenter. Employees are responsible for accurately recording their time worked for each scheduled workday. An employee's supervisor approves the type of technology the employee must use to record hours worked, this includes a computer, timeclock, or mobile device. Disciplinary action may result if not using the approved form of technology.

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 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.

## **GRACE PERIOD**

Time logged in the EmpCenter timekeeping system record the start and end of the employee's day/shift. This time is rounded on each quarter hour: 00, 15, 30, 45, with a 7 minute grace period. The grace period lasts from 7 minutes before the quarter hour through 7 minutes after the quarter hour. The grace period is in place to provide employees ample time to log in prior to their start time. The actual time that an employee clocks in is the official time used for tracking attendance.

For example, if an employee's schedule requires an 8:30 a.m. start time and the employee logs in at 8:35 a.m., the employee is considered late even though paid time is calculated for that day beginning at 8:30 a.m. If an employee's schedule requires a 4:30 p.m. end time and the employee clocks out at 4:25 p.m. that employee is considered to have left early, even though paid time is calculated to 4:30 p.m. Employees logging out and leaving prior to their scheduled end time without prior supervisor authorization will be subject to corrective action up to and including termination of employment.

## **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 Department of Workforce Development, 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 benefit eligible employees. In the event of a death in a benefit eligible employee's immediate family, the employee will be granted up to three days of pay to attend the funeral and to handle the affairs immediately associated with the death. The bereavement leave will be based on the regularly scheduled hours worked per workday, and days should be taken consecutively. An employee may request 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.

The following and only the following are considered members of the immediate family: spouse, children, step-children, grandchildren, parents or legal guardians, step-parents, parents-in-law, brother/sister-in-law, sons/daughters-in-law, grandparents, grandparent in-law, siblings, and step-siblings. In the event of the death of a family member or another individual not considered to be immediate family, vacation or unpaid time may be requested as noted above.

### **FLOATING HOLIDAY**

In addition to the minimum of the sixteen (16) established holidays including: Martin Luther King Day, Good Friday, Memorial Day, Independence Day Gift of Time, Labor Day, Thanksgiving, the day after Thanksgiving and Christmas/New Year's Gift of Time on the university's annual holiday calendar, regular full-time staff employees qualify for one (1) 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 one regular workday (cannot be divided between days off), subject to advance scheduling and supervisory approval. A floating holiday not used during the calendar year will be forfeited. In addition, terminating employees who have not used their floating holiday prior to their last day worked will not be paid for the floating holiday, nor can employees take a floating holiday during the resignation notice period, unless scheduled prior to submitting their resignation.

### **HOLIDAYS**

Each calendar year the university recognizes at least sixteen (16) paid holidays including: Martin Luther King Day, Good Friday, Memorial Day, Independence Day Gift of Time, Labor Day, Thanksgiving, the day after Thanksgiving and Christmas/New Year's Gift of Time to benefit eligible full-time and 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 every January for the following three calendar years. Please view the official holiday calendar by visiting <http://www.marquette.edu/hr/holidays.shtml>

For legitimate operational needs, the university may require employees in some departments, such as Marquette University Police Department (MUPD), to work on university holidays. When this occurs, non-exempt 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 a previously approved vacation, sick or paid 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. Advance notice to their department supervisor and appropriate documentation is required. 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 should 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 (spouse, child, parent).
3. Birth or adoption of a child.
4. Military service.
5. Valid personal reasons.
6. Other bona fide reasons.

Vacation, floating holiday, sick days, and short-term disability days do not accrue during an unpaid leave of absence, except in the case of active military call-up where vacation shall continue to accrue up to the end of the fiscal year in which the call-up occurs. Holiday pay is not paid during an unpaid leave of absence. Group insurance benefits may be continued during a leave of absence, within certain time restraints and payment of premiums by the employee and/or the university. The Department of Human Resources will provide the employee information on their benefit options during their leave of absence.

### **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 Campus 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 days or floating holiday. 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 floating holiday). Retreat leave of one day may be granted, without utilizing vacation or floating holiday, 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, an employee must receive 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. Leaves of absence are administered in accordance with federal and state laws.

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 non-exempt (hourly) benefit eligible 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. Accrued sick leave may be used for legitimate doctor or dentist's appointments with advanced supervisor 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 employees, sick time will be deducted from the employee’s earned accrued balance in 15-minute increments. Supervisors may restrict employees from taking sick time during the first three months of employment. Upon termination, unused sick leave may not be used as necessary notice for resignation nor will unused sick leave be paid. Sick time is accrued at the rate of one day per month and will appear in the EmpCenter Timekeeping System and on the paycheck stub of non-exempt employees. Exempt faculty and staff are covered under the university’s short-term disability benefits for absences of more than three consecutive days due to illness or injury. The short-term disability benefit is 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. An employee becomes eligible to accrue vacation at the four-week level starting with their fifth year of employment (49th month of employment) and at the five-week level starting with their twentieth year of employment (229th month of employment). The university’s complete vacation policy is contained in the Policies and Procedures (UPP 4-02).

- I. Non-Exempt (hourly) Full-time Employees 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)

Non-exempt employees who work less than 12 months receive a prorated vacation allowance.

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., three, four or five 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 employees must be recorded via the university’s timekeeping system. The balance as stated in the university’s timekeeping system is the balance available for use. The system will not allow vacation balances to exceed the allowable maximum.

II. Non-Faculty Exempt (salaried) Full-time and Non-Exempt employees accrue vacation at the same daily rate, which is based on years of service. However, exempt employees receive all their vacation hours on July 1st of each year even though they have not accrued it yet. 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)

Exempt employees who work less than 12 months receive a prorated vacation allowance.

The “vacation year” for exempt employees shall coincide with the University’s fiscal year: July 1 through June 30. In their first year, exempt employees 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 full 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 (1.25 days’ times 6 months = 7.5 days). This total can and must be used by June 30 or it will be forfeited. From that point on, the employee will be credited with the allowable vacation for the upcoming fiscal year (either three, four or five weeks) based on years of service, as of each July 1. Carrying over of unused vacation from one fiscal year to the next is not permitted.

Exempt employees must report all vacation time taken to their immediate supervisor who is responsible for accurately recording vacation utilization in the MyJob/Oracle system.

III. Vacation Scheduling and Requests

Requests for vacation should be submitted to the employee’s supervisor 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 supervisor, director, vice president, etc. Supervisors 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, if scheduled and approved in advance, vacation may be taken in as little as one-hour increments but may not exceed an employee’s normal scheduled hours in a day.

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.



## **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, Risk Management, and in some cases Marquette University Police Department (MUPD), should be notified immediately. MUPD 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, MUPD will transport the employee for treatment to Aurora Sinai Medical Center. In emergencies, employees may be taken to the Aurora Sinai Medical Center 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 MUPD.

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 Assistant 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 the

Vice President of Human Resources, P.O. Box 1881, Milwaukee, WI 53201-1881, phone 414-288-7305. The Vice President 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. Pre-enrollment Information. We may request and receive from you and your health care provider's 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. Castro the address listed above. If you would like to exercise one or more of these rights, submit your request in writing to Mr. Castro 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 the Vice President 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 dependent 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 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.

## **BEREAVEMENT NOTICES 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, Faber Center for Ignatian Spirituality 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. Faber Center for Ignatian Spirituality 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 Faber Center for Ignatian Spirituality 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:

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

*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 partnership with Campus 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 established a tobacco-free policy to promote health and healthy behavior. Smoking or use of other tobacco related products by students, faculty, staff, contractors, vendors, and visitors is prohibited in or on all campus property including all interior spaces on Marquette University's campus, all outdoor property or grounds controlled and/or maintained by Marquette University, all university-owned or leased vehicles, and all outdoor athletic facilities. Use of tobacco products is permissible on city sidewalks.

Tobacco is defined to include any lighted cigarette (clove, bidis, kreteks), cigars, cigarillos, pipes, hookah products, and any other smoking product. This also includes any smokeless, spit or spit less, dissolvable, or inhaled tobacco products; including but not limited to dip, chew, snuff, or snus, in any form (orbs, sticks pellets, etc.). Nicotine products not approved by the Food and Drug Administration as a smoking cessation product, such as e-cigarettes and vaping, are also prohibited.

Religious practices involving the use of tobacco will be exempt from this policy and are to align with the policies of Campus Ministry and Office of Student Development.

## **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 members, non-faculty employees, 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 ~

HANDBOOK  
FOR  
EMPLOYEES ACKNOWLEDGEMENT

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

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

I have received information on accessing 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 the employee 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, Suite 185)