



EXEMPT EMPLOYEE HANDBOOK

(NON-FACULTY)

November 2023

TABLE OF CONTENTS

1. BRADLEY UNIVERSITY	1
OUR MISSION	1
OUR VISION	1
OUR CORE VALUES	1
OUR HISTORY	1
OUR ORGANIZATION	2
2. INTRODUCTION	3
THIS HANDBOOK	3
EMPLOYMENT RELATIONSHIPS	3
CODE OF EMPLOYEE RELATIONS	3
3. EQUAL EMPLOYMENT OPPORTUNITY	5
GENETIC INFORMATION	5
PREGNANCY	5
REASONABLE ACCOMMODATION POLICY	6
RETALIATION	7
SEXUAL HARASSMENT/HARASSMENT	7
4. ETHICS	11
CONFLICTS OF INTEREST	11
NEPOTISM	12
CONSENSUAL RELATIONSHIP	13
NON-DISCLOSURE OF PROPRIETARY INFORMATION	13
PRIVACY OF STUDENT RECORDS	13
WHISTLEBLOWER POLICY	15
5. EMPLOYMENT POLICIES	17
ATTENDANCE	17
BUSINESS EXPENSES	17
COMPUTER AND COMMUNICATION SYSTEMS	18
DRESS CODE	20
GRIEVANCE PROCEDURE	20
PARKING	23
PERSONAL DATA CHANGES	23
SEVERE WEATHER	23
SOLICITATION	24
STUDENT AND VISITOR RELATIONS	25
TELEPHONE CALLS AND MAIL	25

6. SAFETY	26
AFTER HOURS SAFETY ESCORT	26
CELLULAR PHONE USAGE WHILE DRIVING	26
DRUG FREE WORKPLACE POLICY	26
SAFETY SUPERVISOR	30
UNIVERSITY POLICE DEPARTMENT	30
USE OF EQUIPMENT AND VEHICLES	30
VIOLENCE IN THE WORKPLACE	30
WEAPONS IN THE WORKPLACE	31
WORKPLACE INJURIES	31
7. PAYROLL	33
EMPLOYMENT CATEGORIES	33
ADMINISTRATIVE PAY CORRECTIONS	33
CHANGES IN TAX STATUS.	34
DIRECT DEPOSIT/PAYROLL DEBIT CARDS	34
EXTRA COMPENSATION	34
PARTICIPATION IN COMMUNITY AFFAIRS	34
WORK SCHEDULES	34
8. PAID TIME OFF AND LEAVES OF ABSENCE	36
BEREAVEMENT LEAVE	36
FAMILY BEREAVEMENT LEAVE	36
DOMESTIC, SEXUAL, AND GENDER-BASED VIOLENCE LEAVE	37
FAMILY AND MEDICAL LEAVE	39
HOLIDAYS	42
JURY DUTY	42
LEAVES OF ABSENCE	43
OTHER LEAVES OF ABSENCE	44
VACATION	44
VICTIM WITNESS PROGRAM	45
VOLUNTEER SERVICE PAID TIME OFF	46
9. BENEFITS	48
ADP WORKFORCE NOW	48
MEDICAL, DENTAL & VISION INSURANCE	48
GROUP LIFE/ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE	48
FLEXIBLE SPENDING PLAN	49
LONG TERM DISABILITY INSURANCE	49
LONG TERM CARE INSURANCE	49

RETIREMENT PLANS	50
EDUCATIONAL ASSISTANCE	50
SICK LEAVE/SHORT TERM DISABILITY	50
UNIVERSITY SERVICES AVAILABLE TO EMPLOYEES	52
10. EMPLOYEE PERFORMANCE	54
<hr/>	
PERFORMANCE EVALUATION	54
STANDARDS OF CONDUCT	54
PERFORMANCE MANAGEMENT	55
11. TERMINATION OF EMPLOYMENT	56
<hr/>	
EMPLOYMENT TERMINATION	56
RESIGNATION	56
RETIREMENT	56
TWELVE MONTH ABSENCE	56
STAFFING ADJUSTMENT	56

1. Bradley University

Our Mission

Bradley University empowers students for immediate and sustained success in their personal and professional endeavors by combining professional preparation, liberal arts and sciences, and co-curricular experiences. Alongside our dedication to students, we embrace the generation, application, and interpretation of knowledge.

Our Vision

We deliver an engaging education that transcends traditional boundaries through scholarly and practical experiences in a diverse, caring, and inclusive environment to prepare purpose driven leaders who achieve success and build a better world. Bradley University: An investment in the life you want.

Our Core Values

At the heart of Bradley University is a community built upon the valued relationships we find in each other as students, staff, faculty, administrators and alumni. At the core of these relationships are the values of student success, knowledge and discovery, inclusiveness and connectivity, and excellence.

- **Student Success.** We are a community that ensures student access to an individualized learning experience. This is characterized by broad opportunities for students to marry their passions and skills, by innovative academic programming, and by an exceptional level of engagement between students, staff and faculty, such that all students acquire the skills and dispositions essential to purposeful and productive living.
- **Knowledge and Discovery.** We are a community that prioritizes academic excellence by nurturing critical inquiry, research, creativity and technical skills development. We work collaboratively to engage learners in high-impact practices, in scholarship, and in leadership development opportunities in order to foster lives of purpose and advance a better world.
- **Inclusiveness and Connectivity.** We are a community that strives to contribute meaningfully to understanding and resolving the problems around us. By embracing servant leadership, purposeful civil discourse, and an inclusive identity whereby we understand that our differences are our strengths, we lend our passions and knowledge to build valued relationships with local, regional and global partners.
- **Excellence.** We are a dynamic community committed to the continuous pursuit of excellence. As individuals, as units and across campus, we welcome mutual accountability and are strengthened by our shared, collaborative efforts to ensure that we are each exceptional and passionate stewards of Bradley University.

Our History

Mrs. Lydia Moss Bradley founded Bradley University in 1897 in memory of her husband, Tobias Bradley, and her children. Bradley was established "to furnish its students with the means of living independent, industrious, and useful lives by the aid of knowledge of the arts and

sciences." Originally called Bradley Polytechnic Institute, the institution was renamed Bradley University in 1946. Through the first 23 years of its existence, Bradley served as a four-year prep school (Lower Academy) and a two-year junior college (Higher Academy). In 1920, the decision was made to develop Bradley Polytechnic Institute into a small four-year college, and the Lower Academy was dropped. The Higher Academy was expanded to offer the Baccalaureate Degree. Bradley University assumed its present form in 1946, when the booming post-war enrollment encouraged the Trustees and the administration to transform the institution into a medium-sized university, divided into various colleges and schools. A graduate program was added to the curriculum. Prior to the war period, Bradley's enrollment had always remained at the 1,000 level, but the influx of students and the resulting change of offerings brought about an enrollment of 5,000 students after the war. Throughout these changes the institution has maintained Mrs. Bradley's original goal that it remains "non-partisan, non-sectarian and independent."

Our Organization

Board of Trustees. A Board of Trustees oversees the University institution and establishes the policies that govern the University. The Board appoints the University President, counsels with the President, and reviews the administration of University affairs. The President of the University reports to the Board of Trustees.

The Presidents of the Bradley University Faculty Senate, Staff Council, and Student Senate, during the terms of their offices, attend all regular meetings of the Board of Trustees and participate, without a vote, as the Board of Trustees determines.

University Administration. The President is the chief administrative officer of the University and has primary administrative responsibility for the conduct of University activities as delegated by the Board of Trustees. The President brings matters requiring action by the Board of Trustees to the Board's attention.

Administrative officers who report directly to the President are the Provost and Senior Vice President for Academic Affairs, the Chief Financial Officer, the Vice President for Advancement, the Vice President for Diversity and Inclusion, the Vice President for Intercollegiate Athletics, the Vice President for Legal Affairs and General Counsel, the Vice President for Marketing, Communications and Enrollment Management, the Vice President for Strategy and Innovation, and the Vice President for Student Affairs. In the President's absence, the Provost and Senior Vice President for Academic Affairs may act on the President's behalf.

In the academic colleges, the Deans are the chief administrative officers and report directly to the Provost and Senior Vice President for Academic Affairs. Within each college, administration is affected by the Dean through the department chairpersons or division directors. Each college is responsible for the study and development of its own programs of instruction and research and for presenting recommendations through appropriate channels for their improvement.

2. Introduction

This Handbook

Policies in this employee handbook cannot anticipate every situation that may arise at work. For that reason, the policies in this handbook only address the basic and important information you may need to know on a day-to-day basis.

You also work for a dynamic organization. We must be ready to adapt when presented with new challenges and opportunities. We need flexibility when addressing unique or unforeseen situations. This handbook, therefore, is not an employment contract or an employment agreement. We reserve the right, in the appropriate circumstances, to change or vary from this handbook. This version of the employee handbook replaces all prior versions and employment policies.

Further, where this Handbook addresses our statutory obligations as an employer (for example, wage payment issues, or leave obligations) it is our intent merely to recite those statutory obligations, if any, as they may apply to us. In such cases, it is not our intent to create, nor do we create, new or additional obligations where none may exist by statute.

Finally, while most of our employees live and work in Illinois, we have employees who work in different states. Whenever state law requirements are different, we will follow those requirements.

If you have questions about the policies in this Handbook, you may contact the Human Resource Department (239 Sisson Hall, Ext. 3223).

Employment Relationships

In general, employment relationships with our employees are employment at-will. Employment-at-will means that either you or we can discontinue the employment relationship at any time for any reason. Nothing in this handbook should be considered a promise for permanent or ongoing employment and no one has the authority to enter into a contract changing the at-will nature of your employment, except the President of the University, or the Chair of the Board of Trustees. Any such contract must be in writing.

Code of Employee Relations

In the relationships with our employees, we are guided by certain fundamental principles.

In our effort to provide an effective working environment, it is our desire to:

- Employ people by their qualifications and abide by principles of equal employment opportunity;
- Establish hours of work conducive to the operational needs of the University;
- Maintain a safe working environment;

- Welcome constructive suggestions that relate to methods, procedures, working conditions and the nature of the work performed; and
- Establish procedures for employees to discuss freely any matter of interest or concern with their immediate supervisor, department head or the Human Resource Department.

We expect all employees to:

- Give a productive day's work to the best of their abilities and skills;
- Arrive at their departments and begin work on time;
- Demonstrate a considerate, friendly and constructive attitude toward students, fellow employees and the general public; and
- Adhere to the policies adopted by the University.

The University retains the right to exercise customary managerial functions including:

- Assign, supervise, discipline and terminate employees;
- Determine and change shifts, starting, quitting, meal and break times;
- Reassign employees;
- Determine and change the size of and qualifications of the workforce;
- Establish, change, and eliminate its policies, practices, rules and regulations;
- Determine and change methods by which its operations are to be carried out; and
- Assign duties to employees according to the University's needs and requirements and to carry out all ordinary administrative functions.

Specifically, the Illinois Human Rights Act makes it illegal to refuse to hire, to segregate, or to act with respect to recruitment, hiring, promotion, renewal of employment, selection for training or apprenticeship, discharge, discipline, tenure or terms, privileges or conditions of employment on the basis of pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth. Women affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth shall be treated the same for all employment-related purposes, including receipt of benefits under fringe benefit programs, as other persons not so affected but similar in their ability or inability to work, regardless of the source of the inability to work or employment classification or status.

We support the rights provided under the Illinois Human Rights Act, including the right to be free from unlawful discrimination and the right to certain reasonable accommodations as listed in our Reasonable Accommodation Policy. Should you have an issue or concern that falls under this policy, please speak first with your supervisor or the Human Resource Department. Note that this law is also enforced by the Illinois Department of Human Rights.

Reasonable Accommodation Policy

Disability-Related Accommodation. Consistent with the requirements of the Americans with Disabilities Act, we provide reasonable accommodation(s) to qualified individuals with disabilities who can otherwise perform the involved job's essential functions.

When a qualified individual with a disability believes that he or she may be able to perform the job's essential functions, but cannot do so without a reasonable accommodation, the individual should address such a request to his or her supervisor. Once a request for a reasonable accommodation has been made, we will work with the employee to consider the appropriateness of the requested accommodation and whether such an accommodation can be granted without creating an undue hardship. It is our goal that we work together in a cooperative process to find an acceptable solution that will enable an employee to perform the job's essential functions. If a reasonable accommodation is not available or if the requested accommodation is not reasonable, the accommodation request may be denied.

Pregnancy Related Accommodation. For any medical or common condition related to pregnancy or childbirth, we will honor employee requests for a reasonable accommodation, unless that accommodation imposes an undue hardship on the ordinary operation of the University.

Note that you may reject an accommodation offered to you, and you may continue working during your pregnancy if a reasonable accommodation is available which would allow you to continue performing your job.

Religious Accommodation. We prohibit discrimination based on religious beliefs, observances and practices. When employees' religious beliefs impact their work schedule, task assignment, dress code or other work-related matters, they should immediately contact their supervisor to

discuss the possibility of a reasonable accommodation. We will make reasonable accommodations for sincerely held religious beliefs, observances and practices that do not create an undue hardship for our business.

Retaliation

Our Policy. We prohibit any form of retaliation against you or any employee who in good faith makes a complaint, raises a concern, or assists in an investigation or proceeding regarding any conduct you or others reasonably believe to be a violation of our Equal Employment Opportunity Policy, Sexual Harassment and Harassment Policy, other laws, or our Standards of Conduct. We want you to feel comfortable to speak up without fear of retaliation when you see, hear, or suspect illegal or unethical conduct.

Retaliation Prohibition. You will not be terminated, threatened, intimidated, coerced, or otherwise retaliated against because you make a good faith complaint regarding any issue outlined above or assist in any investigation of those matters. We prohibit retaliation even if complaints are later determined to be unfounded.

Reporting Violations. If you believe you have been retaliated against, or other policy violations have occurred, or if you have questions concerning this policy, we encourage you to speak with your supervisor or the Human Resource Department. We will treat all complaints of retaliation very seriously. All such complaints will be reviewed promptly and investigated, as appropriate.

Discipline. Any employee who violates this policy is subject to discipline.

Sexual Harassment/Harassment

We reaffirm the principle that employees and students have a right to work in an environment free from sexual harassment and harassment. Bradley University does not tolerate sexual harassment or harassment and commits its efforts to educate staff and students that the understanding of, and sensitivity to this issue is very important.

Definitions. Sexual harassment is any verbal or physical conduct that denigrates, threatens, or shows hostility toward another employee because of that employee's gender. Males or females may commit sexual harassment. Those impacted by sexual harassment may be of the same or opposite sex. Sexual harassment may occur in any employment, student/teacher or student/employer relationship.

Sexual harassment may consist of unwelcome sexual advances, requests for sexual favors or other verbal or physical acts of a sexual nature, without regard to whether submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, performance appraisal, wages, advancement, assigned duties, shifts or any other condition of employment or career development. Such actions may also constitute sexual harassment without regard to whether such conduct may interfere with an individual's work performance or create an intimidating, hostile or offensive work or educational environment.

Likewise, harassment is any verbal or physical conduct that denigrates or shows hostility toward an employee because of the employee's race, color, pregnancy, religion, national origin, ancestry, age, sex, marital status, handicap, military status, sexual orientation, unfavorable discharge from military service, order of protection status, genetic information status, or other basis which may be protected by law. Harassment occurs when such conduct has the purpose or effect of interfering with an employee's work performance, creating a hostile or offensive work environment, or otherwise adversely affecting an employee's employment opportunities.

Verbal or physical conduct need not be of a sexual nature to constitute sexual harassment. Hostile conduct motivated by gender may be sexual harassment. In all cases, sexual harassment undermines the integrity of the University and is not tolerated.

Description of Sexual Harassment. There are generally two types of sexual harassment: quid pro quo and hostile work environment. Quid pro quo sexual harassment involves tangible job actions (such as promotions, raises, or hiring), in exchange for sexual activity or where refusal to engage in sexual activity yields negative consequences (such as being passed over for a promotion).

Sexual harassment prohibited by this policy also includes other types of verbal, non-verbal, or physical conduct known as hostile work environment. The terms "intimidating," "hostile," or "offensive" as used include conduct which has the effect of humiliation, embarrassment or discomfort.

Examples of verbal conduct which may have such an effect include:

- Explicit sexual propositions;
- Sexual innuendo;
- Engaging in flirtations, propositions or other unwanted requests;
- Using sexually patronizing terms like "honey," "doll," "chick," "hunk," "stud," or "babe";
- Spreading rumors about another's sexual activity;
- Suggestive comments;
- Sexual comments about another person's body;
- Foul or obscene language;
- Insults of a sexual nature; and
- Humor or jokes about sex or gender-specific traits.

Examples of non-verbal conduct which may have such an effect include:

- Suggestive or insulting sounds;
- Obscene gestures; and
- Display of foul or obscene printed or visual material.

Examples of physical conduct which may have such an effect include:

- Sexual touching or groping;
- Touching oneself in a sexual fashion in front of others;
- Patting or pinching of a sexual nature;

- Intentional brushing of the body;
- Non-consensual sexual intercourse or other sexual activity; and
- Sexual assault.

Description of Harassment. Harassment prohibited by this policy also includes verbal, non-verbal, or physical conduct. The terms "intimidating," "hostile," or "offensive" as used include conduct which has the effect of humiliation, embarrassment or discomfort. Examples of harassment vary widely depending on the circumstances; however, common examples include:

- Racial, ethnic or other epithets;
- Racial, ethnic or other slurs;
- Racial, ethnic or other jokes;
- Inappropriate slang terms;
- Derogatory terms; and
- Threats of violence.

Retaliation Protection. It is also a civil rights violation under Illinois law for a person, or two or more persons, to conspire, to retaliate against a person because he or she has opposed conduct which he or she reasonably and in good faith believes to be unlawful harassment or sexual harassment in employment or harassment or sexual harassment in higher education, or because he or she has made a charge, filed a complaint, testified, assisted or participated in an investigation, proceeding or hearing under the Illinois Human Rights Act.

Reporting Harassment Complaints. If you are comfortable addressing potential harassing behavior with the offending party, you should clearly indicate the conduct is offensive and unwelcome, and request that it stop.

If you are uncomfortable confronting the offending party directly, or if the offending behavior continues, you may make a complaint to the offending person's supervisor or the University's EEO/AA Officer, Human Resource Administrator or others in authority. The EEO/AA Officer will act promptly to investigate and take appropriate action to prevent further occurrences and advise the complainant of the appropriate mechanism for complaint resolution.

Complaints may be resolved informally. If the informal process is unsuccessful, formal resolution proceeds under the University's Grievance Procedure.

Substantiated claims of harassment or sexual harassment may result in the full range of discipline available under Bradley's policies, from a reprimand to immediate termination. The penalty in a given case will depend on all relevant facts and circumstances.

Title IX. Complaints or concerns under Title IX are addressed separately from this Policy, and should be directed to the University's Title IX Coordinator.

Procedures Available through the Illinois Department of Human Rights and the Illinois Human Rights Commission. In addition to Bradley's internal procedures, the Illinois Human Rights Act provides formal procedures for the filing, investigation, and adjudication of harassment and sexual harassment complaints. In the event Bradley's internal procedures prove unsatisfactory, any employee with a complaint of harassment or sexual harassment may initiate charges under the Illinois Human Rights Act by contacting the Illinois Department of Human Rights (IDHR) or the Illinois Human Rights Commission at the offices of such agencies, located in Chicago and Springfield. The Springfield addresses are:

- Illinois Department of Human Rights 222 S. College, Room 101A Springfield, IL 62704
Telephone: (217) 785-5100
- Illinois Human Rights Commission Stratton Building, Room 404 Springfield, Illinois 62706
Telephone: (217) 785-4350

Under the Act, a charge must be filed with the IDHR within 300 days of the alleged unlawful conduct, which, after IDHR investigation, may result in adjudication before the Illinois Human Rights Commission. Further details on this process may be obtained from the IDHR or the Illinois Human Rights Commission.

4. ETHICS

Conflicts of Interest

A reputation for integrity is essential to the University. We rely on your integrity, good judgment, and high ethical standards to maintain that reputation. You must never use your position for private gain, to advance personal interests or to obtain favors or benefits for yourself, members of your families or any other individual or business. You may not use your position or knowledge gained from your position for personal gain, or to create a conflict between your interests and the interests of the University.

The best way to ensure propriety and to avoid even the appearance of wrongdoing is for all University administrative and professional staff to provide prior full disclosure in writing of any association, relationship, business arrangement, or circumstance that might suggest decisions were made contrary to the best interest of the University. We must avoid even the appearance that decisions were made to benefit you personally, or your family or business associates. All such prior written disclosures should be delivered to the appropriate Directors, who will in turn notify the appropriate Vice President.

Although we cannot list all possible situations that might involve questions of ethical conduct or conflict of interest, the following examples are situations that are considered to be in conflict with University interests or a violation of trust:

- **Use of University Resources.** For a University representative to make unauthorized use of any University resources, including the services of University employees, for his or her own personal benefit.
- **Disclosure of Confidential Information.** For a University representative, without proper authority, to give or release to anyone not authorized to receive such information, any data of a confidential nature secured through employment.
- **Accepting Gifts.** For a University representative or any dependent member of his or her family to accept from any organization or person doing or seeking to do business with the University a loan, gift or favor of more than nominal value. This prohibition does not forbid normal loans made in the ordinary course from banks or financial institutions that may have or expect to have relations with the University.
- **Providing Gifts.** For a University representative or any dependent member of his or her family to provide a gift or favor of more than nominal value to any organization or person doing or seeking to do business with the University.
- **Interest in Supplier.** For a University representative or any dependent member of his or her family to have an interest in any organization that has, or is seeking to have, business dealings with the University where there is an opportunity for preferential treatment to be given or received except (a) with the knowledge and written consent of the appropriate Vice President or (b) in any case where the interest is immaterial.

- **Competition with University.** For a University representative or any dependent member of his or her family, directly or through a business organization in which he or she has a substantial interest, to engage in any other enterprise for remuneration when the activity is in direct competition with the University, except with the knowledge and written consent of the appropriate Vice President.
- **Property.** For a University representative or any dependent member of his or her family to buy, sell or lease any kind of property for or to the University or to any organization or person that is or is seeking to become a supplier or competitor to the University, except with the written approval of the appropriate Vice President.
- **Employment by Supplier.** For a University representative to serve as an employee, officer or director of, or as a consultant to, or to be otherwise employed by any company doing or seeking to do business with the University, except with the knowledge and written consent of the appropriate Vice President.

Outside activities of University representatives should not interfere with their University duties, time schedules or normal participation in appropriate University events unless approved by the appropriate Vice President.

Where there is a question when interpreting the above policies, a university representative should first consult with his or her supervisor. If there is still any reasonable doubt as to the proper action, the full situation should be presented to the appropriate Vice President for review and decision.

Each Division will provide employees with a conflict of commitment disclosure to be completed on an annual basis. Changes that occur in the annual disclosure statement should be submitted in writing to the appropriate vice president for inclusion in the personnel file.

Nepotism

For the purposes of this policy, a “relative” is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. This policy also applies to individuals who are not legally related but who reside at the same address.

We will not hire a relative of a University employee if the new hire would supervise a relative, or be supervised by a relative.

If relatives are already employed by the University, they cannot be transferred into a position creating a supervisory relationship. If employees become relatives while they are University employees, the University will determine an appropriate employment assignment.

In other cases involving relatives, even if there is no supervisory relationship, the University may reassign or terminate employees.

Consensual Relationship

The University has a policy to ensure the employment and academic environment is free from real or perceived conflicts of interest when Bradley University employees, students, and affiliated individuals, in positions of unequal authority or power, are involved in consensual romantic or sexual relationships. Complete information regarding the Consensual Relationship Policy is available online at:

www.bradley.edu/offices/general-counsel/resources/university-policies/consensual-relations.

Non-Disclosure of Proprietary Information

The University's affairs should not be discussed with anyone outside the University except when required in the normal course of business. Employees handling confidential information are responsible for its security. Exercise extreme care to safeguard confidential information. These guidelines do not prohibit the disclosure of non-confidential University information that is routinely made available to the public. Examples include information about the University's academic programs, services and business hours. Violation of this expectation may result in discipline up to and including termination.

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

- Employee compensation or other confidential personnel or payroll information (this does not prohibit you from discussing your compensation with other employees);
- Financial information;
- Pending projects, proposals and strategic initiatives;
- Scientific data;
- Scientific formulas;
- Technological data; and
- Technological prototypes.

You may be required to sign a Non-Disclosure Agreement as a condition for employment. Any employee who discloses inappropriate or confidential business information may be subject to disciplinary action (up to and including termination) and legal action.

Privacy of Student Records

All University employees are responsible for compliance with University policies concerning Privacy Rights of Students and Parents, and release of data about students. These policies are published in the Academic Handbook and Student Handbook and are consistent with the Family Educational Rights and Privacy Act of 1974 (FERPA). The policies apply to information in all forms, including paper copies and computerized records. Individual offices may have specific guidelines that you should consult.

Release of Information. Central to the privacy policies is the designation of specific student data as “directory information”:

- Name and address, including telephone listing- local, permanent, and e-mail;

- Major field of study; Dates of Attendance; Degrees and awards received;
- Class and full-time/part-time status;
- Approved candidacy for graduation;
- Most recent previous institution attended by the student;
- Participation in officially recognized activities and sports;
- Weight and height of athletic team members; and
- Birthday will be validated only when furnished by the person making inquiry, for positive identification of the student.

Directory information is considered public information and may be released unless the student has signed the appropriate form, kept on file in the Registrar's Office. A list of students who have completed this form accompanies reports issued by the Registrar's Office. A message regarding the "no release" request also appears on the computer screen when the student's record is accessed. The student's information is available for internal use only and should not be released to external parties without written authorization from the student.

Non-directory information on all students is confidential. It is made available to University employees for legitimate educational purposes. Release of personally identifiable non-directory information to third parties requires written approval from the student, unless a legal exception exists.

Any requests for student information from internal or external parties, including parents, creditors, legal authorities and employers can be forwarded to the Registrar's Office for assistance. Parents may receive grade and registration information only if they complete a form stating that their student is financially dependent according to IRS definitions. The Registrar's Office maintains a file of these parent requests and responds to related inquiries.

Use of Student Information. Student information should be used only to accomplish your job. Misuse and alteration are grounds for disciplinary action, which may include termination of employment. Employees should follow procedures to protect the confidentiality, accuracy and integrity of student records. Paper records should be secured; such as in locked files and destroyed when no longer needed in accordance with the university's records retention schedule.

Computer Access to Student Records. Employees with authorized access to AcInquire (student records) are responsible for anything that happens through their BUNetID. Passwords should be confidential and changed every 365 days. Individual, rather than shared sign-ons, are required and can be requested through the Computing Services. Computers used to access student records should be out of view of unauthorized personnel. Only those records needed to do one's job should be accessed.

Student Workers. When possible, student employees should not be assigned tasks that require them to handle student records. Like other employees, student employees are responsible for

maintaining the confidentiality, integrity and accuracy of student information. Any breaches of confidentiality or misuse of information are grounds for termination of student employment.

Due to the sensitivity of student records and the integration of computer systems, we prohibit computer access to student records by student employees. For rare or special projects, temporary authorization may be requested from the Registrar.

Lists. University offices may request lists of student information through the Registrar's Office.

Questions? Questions regarding access to or privacy of student records may be addressed to the Registrar's Office.

Whistleblower Policy

We will respond to you if you report unlawful activities or conduct within the University. This includes reports of suspected fraud or violations of any federal, state or local law or regulation. We prohibit retaliation against you or any other employee for making a report under this policy or for assisting in an investigation regarding such report. If the subject matter of the report pertains to harassment or discrimination, we will follow our separate Harassment and Sexual Harassment Policy.

Procedure. If you have reasonable cause to believe or suspect that an unlawful activity is occurring or has occurred within the organization, you may report such information to your supervisor, the appropriate Vice President or the Director of Human Resources. You should provide as much detail as possible to allow for an informed investigation. To the extent possible, you should explain how you believe a law is being violated or has been violated.

We will conduct a thorough investigation of any alleged violation. To the extent possible, we will endeavor to protect your confidentiality and that of any person making a report, if you wish to remain anonymous. To that end, any written documents generated with respect to the report and investigation will not contain your identity or name of the person making the report.

If you believe you have been subjected to any adverse action or retaliation for making a report under this policy or cooperating in an investigation regarding such a report, you should bring this to the immediate attention of the Director of Human Resources. If it is determined that an employee has acted in violation of this policy, appropriate corrective action, up to and including termination of employment, will be taken.

EthicsPoint Hotline. You may also make a confidential, anonymous report via an Ethics Hotline. EthicsPoint, Inc. has been selected to provide you with simple, risk-free ways to anonymously and confidentially report activities that may involve inappropriate financial, ethical or illegal behavior. You may file a report on the secure website or by telephone through the EthicsPoint Call Center toll-free at 877-226-2407. The EthicsPoint system will walk you through a questionnaire where you will have the opportunity to fully report your concerns. Complete

information about EthicsPoint and access to the reporting vehicles are available on the Human Resource and Controller's websites at:

<https://secure.ethicspoint.com/domain/media/en/gui/23412/index.html>.

Alternate Investigator. If you have a complaint involving the Director of Human Resources, you should report the matter to the Vice President for Legal Affairs and General Counsel.

5. EMPLOYMENT POLICIES

Attendance

Our attendance expectations are simple - report to work when scheduled, and on time. If you will be absent from or late for work, call your supervisor prior to the start of your work-day. Absent extenuating circumstances (severe illness, hospitalization, etc.), you should call yourself and not have someone else call for you. Unless other arrangements are made for a prolonged absence, call your supervisor every day you will be absent. You may be required to provide a doctor's note before you return to work.

If you cannot meet these attendance expectations, the following may apply:

- Employees must notify the Human Resource Department for absences in excess of five days.
- Employees who are delayed in reporting for work and who have not notified their supervisor of their expected tardiness may lose their right to work the balance of the work day at the supervisor's discretion.
- Any employee who is absent from work without having notified their immediate supervisor of the absence or the reason for it will be considered as having resigned following the third consecutive day of absence.
- If unable to be at work because of problems related to weather, personal time, vacation or the floating half-day holiday may be used.

Business Expenses

We provide financial reimbursement to exempt employees for approved attendance at professional meetings and other approved travel. The funds available have been allotted to the administrative offices, and are approved/allocated by the appropriate administrator. Complete information regarding reimbursement for University business expenses is available online at <https://www.bradley.edu/offices/business/financial-services/policies-procedures/travel/recommendations.dot>.

We will reimburse you for reasonable business travel expenses incurred while on assignments away from your normal work location. All business travel must be approved in advance by your immediate supervisor. Employees are expected to limit expenses to reasonable amounts.

- Proper documentation of travel and/or meal expenses must be sent to Accounts Payable within 30 days;
- All receipts for expenses charged to University charge cards must be attached to the charge card statement and returned to Accounts Payable so the University can process the bill for payment without incurring finance charges;
- Substantiation must be provided for reimbursement for transportation, such as airline tickets, bus receipts, taxi cab receipts and parking fees;
- For lodging reimbursement, the itemized bill from the provider must be included;
- If approved as a business expense, subscriptions, conference registrations, dues and membership fees may be substantiated with a canceled check or receipt;

- Foreign travel expenses must be converted to U.S. dollars before reimbursement;
- Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased or rented by Bradley University may not be used for personal use; and
- Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports, may be grounds for disciplinary action, up to and including termination of employment.

Computer and Communication Systems

Computer and Communication Systems Usage. IT resources are essential tools in accomplishing Bradley University’s mission. Access to and use of Bradley University IT resources is a privilege that extends to authorized users for use in fulfilling the mission of the university, and for appropriate university-related activities. Bradley University IT resources include all electronic equipment, facilities, technologies, and data used for information processing, transfer, storage, display, printing, and communications by Bradley University. These include, but are not limited to, computer hardware and software, computer labs, classroom technologies such as computer-based instructional management systems, and computing and electronic communications devices and services, email, networks, telephones, voicemail, facsimile transmissions, video, multi-function printing devices, mobile computer devices, multimedia and instructional materials. This definition also includes services that are owned, leased, operated, provided by, or otherwise connected to Bradley University resources, such as cloud computing or any other connected/hosted service provided. (Referred to as “Computer and Communication Systems”) are owned and/or provided by the University. You are to use Computer and Communication Systems for work purposes only; provided, however, that the occasional and limited use of Computer and Communication Systems for personal purposes may be allowed, as long as all use is in compliance with this policy.

The use of Computer and Communications Systems must be in accordance with the following. We prohibit:

- Sharing or transferring authentication details to others, or using another user’s authentication credentials such as network IDs and passwords, or other access codes or circumventing user authentication which could allow unauthorized users to gain access to Bradley University IT resources, except as required for administrative or business purposes;
- Storage, display, transmission, or intentional or solicited receipt of material that is or may reasonably be regarded as obscene, sexually explicit, or pornographic, except as such access relates to university-related academic or research pursuits or as needed to investigate violations of this policy or laws;
- Harassment of, threats to or defamation of others, creation of a hostile environment, stalking, and/or illegal discrimination;

- Deleting, examining, copying or modifying data, files, email and/or voice mail belonging to the University, or its employees or agents, without prior consent or authorization;
- Using Computer and Communication Systems in other non-business and non-work-related manner that the University views as inappropriate such as outside employment, commercial activities, or other forms of private financial gain;
- Unauthorized copying of software or any data files for use on your personal computer;
- Providing copies of software or any data files to any unauthorized person;
- Installing software, including web browser toolbars, on any University workstation or server, unless authorized to do so;
- Downloading any software from the Internet or other online service to any the University computer workstation or server, unless authorized to do so;
- Copying or using material in violation of copyright laws or making that material available to others for copying; Users are responsible for complying with copyright law and applicable licenses that apply to software, files, documents, messages, and other material they wish to download or copy; and
- Any violation of federal, state, or local laws, institutional policies, rules or guidelines, or licensing agreements or contracts;
- Intentionally damaging, disrupting, or exposing IT resources or data to unauthorized access or harm.
- Widespread dissemination of unauthorized email messages (e.g., mass mailings, phishing, spam); or
- Connecting personal computing devices such as phones, tablets or laptop computers to the University network without authorization.
- Campaigning for public office or soliciting political contributions;
- Political lobbying, except for specific employees designated to lobby on behalf of Bradley University;
- Wagering or betting;
- More than minimal use for private or personal purposes that interferes with work or job performance or that interferes with the activities of other employees, students, or other authorized users.

Monitoring of Computer and Communications Systems. Employees have no expectation of privacy in anything they create, store, send, or receive using the Computer and Communications Systems, or in their usage of the Computer and Communications Systems. This includes, but is not limited to, items such as:

- Computer files and software, such as documents, spreadsheets, reports, databases;
- Emails and email attachments;
- Instant messages;
- Voice mails;
- University telephone calls; and
- University cellular phone text messages.

All information produced, received, stored on, or sent from University Computer and Communication Systems is considered a record of the University and is the property of the

University. To ensure the proper use of Computer and Communication Systems (including email, voice mail, text messages, instant messages and the like) the university reserves the right to monitor and access any computer and communication system at any time, with or without any notice other than this policy.

Consent to Access and Monitoring. By accepting or continuing employment with the university, you consent to university access to and monitoring of: (1) Computer and Communications Systems; and (2) all information produced, received, stored on, or sent from the university computer and communication systems. Consent dialog boxes are also displayed when logging in to systems. Employees are to comply with the IT acceptable use policies located online at:

<https://www.bradley.edu/sites/it/about/policies/data/501.dot> and

<https://www.bradley.edu/sites/it/about/policies/data/502.dot>.

Dress Code

During business hours or when representing the University after hours, you are expected to present a professional appearance and dress according to the requirements of your position. Consult your supervisor or department head with questions about what constitutes appropriate business attire.

Grievance Procedure

Introduction. We provide our employees the right to pursue a grievance under recognized informal and formal procedures. This policy covers regular, full-time and part-time employees. Grievances involving students are handled according to the policy outlined in the student handbook.

Application of Procedures. With the adoption of our Equal Opportunity and Affirmative Action Policy (EO/AAP), and in compliance with Federal Guidelines, we ensure each employee has a process for grieving alleged discrimination. These procedures also apply to other grievances that address general personnel administration; i.e., recruitment and selection of all employees, their assignment, working conditions, promotion, salaries, layoffs, termination, retirement, and matters involving rights under Affirmative Action/Equal Employment Opportunity which directly affect the personal interest and well-being of an individual employee.

We reserve the right to decide whether a particular issue may be grieved using this procedure. The University will interpret the merits of the grievance equitably.

Grievance Process. Whenever possible, problems should be resolved before filing a grievance, and we encourage open communication so a formal grievance is unnecessary. We encourage the informal resolution of grievances at any point in the grievance process. Likewise, we encourage the resolution of grievances at the lowest level possible.

All efforts should be directed at resolving a grievance in the timeliest manner possible. To that end, we view procedure time limits as maximums, and we encourage resolution well before any time limit expires.

Informal Grievance. If you believe you have been treated unfairly through the action of another employee, a supervisor, or other persons acting for the University, you may bring an Informal Grievance.

1. You should first discuss the grievance with your immediate supervisor and attempt to resolve the issue.
2. If the grievance remains unresolved, you may discuss it with the department head. The department head should act to resolve the grievance within five working days after its receipt.
3. If circumstances prevent using Steps 1 and 2, or if the department head does not resolve the grievance within five working days, you may discuss the grievance with the administrator to whom the department head reports. In matters involving issues of equal opportunity and discrimination, discuss the grievance with the Director of Human Resources.
4. If the grievance reported to the Director of Human Resources resulted from a violation of personnel policies, the Director will bring the matter to the attention of the appropriate administrator. The administrator shall take or direct appropriate administrative steps to enforce the policy, plan, or law, and to resolve the grievance. Each administrative level that is unsuccessful in resolving the grievance shall inform the grievant of the next appropriate administrative level.
5. If you believe you received discriminatory treatment and cannot resolve the issue within your internal structure, you should contact the Director of Human Resources.
6. The Informal Grievance process should not exceed twenty-five days.

Formal Grievance. If the grievance alleges discrimination and could not be resolved as an Informal Grievance, you may submit a written appeal to the appropriate Vice President (who shall forward a copy to the Director of Human Resources) to have the grievance considered by a formal Grievance Committee. The Grievance Committee will make a recommendation to the appropriate administrative officer.

If the grievance results from a violation of personnel policies, employment law, or alleges discrimination, you may file a grievance directly with the Director of Human Resources.

A request for a formal grievance hearing shall contain the following:

- Name, address and telephone number of grievant;
- Event(s) causing the grievance and the date(s) of occurrence;
- Place(s) that event(s) occurred;
- The nature of the grievance (e.g., hiring, promotion, downgrading, job assignment, termination, benefits or other factors). If the grievance alleges discrimination, include the type of discrimination (e.g., race or color, religion, sex, national origin, disability, age, or other factor);

- Names and, if possible, titles of persons involved; and
- Remedy sought.

Once you file a grievance, we do not permit any revisions or additions.

Forms for filing complaints of discrimination along with the Grievance Report form are available in the Human Resource Department. The appropriate Vice President will either approve or deny the formal grievance request. The appropriate Vice President may appoint and seek the advice of an ad-hoc subcommittee in determining whether the grievance merits a formal review. When the request is approved or denied, the appropriate Vice President shall state the reasons in writing and forward a copy approval/denial to the individual who filed the grievance, appropriate administrators, and the Director of Human Resources. If the grievance request is approved, the Director of Human Resources will direct the grievance to the appropriate Grievance Committee. The Grievance Committee should meet, if possible, within 15 days.

The Grievance Committee shall be convened by the appropriate Vice President. The Committee shall be composed of a cross-section of employees within the University. The Committee will consist of no fewer than seven members. The Director of Human Resources and Equal Employment Opportunity/Affirmative Action shall serve as advisor of the committee but shall have no vote.

The Grievance Committee shall hear the grievance together with such witnesses as it deems necessary. The Committee shall then prepare written recommendations and forward them to the appropriate Vice President within five working days of the close of the hearing.

The Grievance Committee shall make every reasonable effort to reach its findings, make its recommendations, and present its report to the appropriate Vice President within thirty working days of the Committee's formation for review and action by the appropriate administrator. You, the involved supervisor, department head or unit head may appeal in writing the appropriate administrator's decision to the President. The appeal must be made within three working days of receipt of the appropriate administrator's decision. The decision of the President shall be final.

The University Affirmative Action Officer shall be involved in and receive a copy of the proceedings and results of all grievances alleging discrimination, violations of personnel policies, the University's Affirmative Action Plan, or employment law.

Non-Retaliation. You may use the Grievance Procedure without fear of prejudice or retaliation. Any retaliatory action of any kind taken by a University employee against another University employee as a result of the person using these procedures, cooperating in an investigation, or participating in these procedures is a separate and distinct grievable matter.

Parking

If you want to park on University property you must register your vehicle and purchase a parking permit. The Controller's Office (Swords Hall) issues parking permits. The Parking Office in Macmillan Hall can answer your parking questions. Once your hire is finalized, you may purchase a parking permit online at <https://bradley.t2hosted.com/Account/Portal>. Parking fees are subject to change.

Rules. We expect you to observe all parking rules. You may park only in designated spaces and observe posted speed limits. During certain events and at any time the University may deem necessary, parking on campus may be restricted.

Violation of parking rules may result in a traffic citation or revocation of parking privileges. Citations issued for a traffic violation must be paid or appealed promptly.

Damage/Theft. We recommend you keep your car locked. We assume no responsibility for damage to or theft of any automobile, or any personal property left in automobiles while in our parking lots.

Personal Data Changes

To maintain current personnel records, the following changes may be initiated in ADP. See also the handbook section on ADP. You can access ADP online at:

<https://www.bradley.edu/offices/business/financial-services/payroll/adp-ess-sso/>

- Home address;
- Telephone number;
- Campus building and room number;
- Work phone number;
- Marital status;
- Federal/State tax forms;;
- Direct deposit information;
- Persons to be notified in case of emergency;
- Beneficiary designations for the University's life insurance plan;

Beneficiary changes for the TIAA 403(b) plans must be made online at [tiaa.org](https://www.tiaa.org).

Contact the Human Resource Department for any other significant changes to be reflected in the personnel record, including qualifying events which may allow you to change benefit elections.

Severe Weather

Class cancellations and/or University closings due to severe weather or other reasons are rare events. The Provost, in consultation with appropriate administrative offices, will make the decision regarding class cancellations or University closings.

It is important to distinguish between class cancellations and University closings because of the significant residential population on campus and the necessary associated life and safety support systems provided to students by our employees. Class cancellations do not necessarily mean the University is closed.

When classes are canceled or the University closes, the University will distribute the message in several ways including text messages, web alerts, email and local news media. Employees may also call 309-677-4000 for updates during severe weather conditions. Faculty and staff are strongly encouraged to register for University emergency text messaging at: <https://www.bradley.edu/emergency/>.

Without a formal class cancellation or University closing, any employee absent from the campus during periods of inclement weather, are required to use vacation time. Department Directors, or their designee, have the discretion to determine if alternate work arrangements, such as remote work, are appropriate given the circumstances.

If the University closes for a full or partial day, employees scheduled to work will be paid for the time the University is closed. Employees who are not scheduled to work and those who have scheduled vacation time will not receive pay under this policy.

Solicitation

Unrestricted solicitation on University premises interferes with the normal University operations, negatively affects employee efficiency, and annoys the campus community. For those reasons, we prohibit solicitation, or distribution of literature on our premises, whether made by employees, individuals, or groups not associated with the University.

There are a few exceptions:

- University sponsored or organized solicitations may be permitted during work hours;
- Solicitations for gifts or expressions of sympathy to fellow employees or their families may be permitted on certain occasions, provided you obtain prior approval;
- Employee solicitation is only permitted outside of work time and outside of work areas. Working time is the time you are assigned to perform your job. Solicitation is also prohibited if it causes interruption to another employee's work time. Work time does not include your meal period. Work areas do not include areas where work is generally not conducted, such as a break area; and
- Employee distribution may only occur during the same time you are permitted to solicit. Distribution can occur only in non-working areas.

Report immediately to University Police any activity by non-University personnel in violation of these rules.

Student and Visitor Relations

We must all make an extra effort to provide our students and visitors with the best possible service. Treat students and visitors with courtesy and respect.

- Treat students and visitors the same thoughtful way you would like to be treated by others;
- Avoid condescending or impolite behaviors;
- Pay attention to students or visitors and do not keep them waiting an unreasonable amount of time;
- When a student or visitor approaches you with a question or complaint, give the matter your immediate attention; and
- If a student or visitor becomes abusive or argumentative and you feel you cannot properly handle the situation, refer the student or visitor to your supervisor.

Telephone Calls and Mail

Please limit your personal phone calls and use of University mail services. Any communication sent out on University stationery may be construed as official communication and, therefore, do not use University stationery for personal correspondence.

6. SAFETY

After Hours Safety Escort

If work requires you to be on campus after hours, you may call the University Police Department at Ext. 2800 for a safety escort to your vehicle when leaving campus.

Cellular Phone Usage While Driving

You may not operate a cell phone while driving on University business, except under the following circumstances authorized by Illinois law:

- Using a cell phone in hands free or voice-operated mode;
- Using a cell phone while parked on the shoulder of a roadway; or
- Using a cell phone when the vehicle is stopped due to normal traffic being obstructed and you have the motor vehicle transmission in neutral or park.

Note that in other states or municipalities, the use of a cell phone while driving may be prohibited. Texting while driving is always prohibited by this policy and state law. Violations may result in disciplinary action up to and including termination.

Drug Free Workplace Policy

Purpose and Goal. Consistent with the Drug Free Workplace Act of 1988, the University is committed to protecting the safety, health and well-being of all employees, students, and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

Covered Workers. Any individual who conducts business for the organization, is applying for a position or is conducting business on the organization's property is covered by our drug-free workplace policy. Our policy includes, but is not limited to executive management, managers, supervisors, full-time employees, part-time employees, volunteers, interns, and on-call employees.

Applicability. Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours, whenever conducting business or representing the organization, while on call, paid standby and while on organization property.

Prohibited Behavior. Our policy prohibits:

- Manufacturing, distributing, possessing, dispensing, being under the influence of, or using illegal drugs or alcohol (with exceptions) on our premises, while on working time; and/or while representing us;
- The unlawful use of a lawful drug, e.g., using prescription drugs that have not been prescribed for you.

An “Illegal Drug” includes any drug (a) which is not legally obtainable; (b) which may be legally obtained but has not been legally obtained; (c) or which is being used in a manner or for a purpose other than as prescribed. Examples include marijuana, cocaine, opiates, amphetamines, methamphetamines and PCP and other drugs made illegal under federal or state law. Illegal drugs also include Controlled Substances as defined in Schedules I through V of §202 of the federal Controlled Substances Act (21 U.S.C. §812), and further defined by regulation at 21 C.F.R. §1308.11 – 1308.15.

Legal drugs include over-the-counter drugs, and prescribed drugs that have been legally obtained and are being used by the person for whom the prescription was written.

Alcohol Use. We recognize that in connection with social functions at which alcoholic beverages are served, the consumption of alcohol by our employees may be appropriate; therefore, the responsible consumption of alcohol at University sponsored or sanctioned social or business events is permissible. Employees are reminded, however, of the following obligations in connection to work-related alcohol usage.

- You are not to consume alcohol while on our premises unless in connection with a sanctioned activity at which alcohol is being served; and
- You are reminded that at all times you represent the University and, therefore, your consumption of alcohol at such events should not conflict with generally accepted norms and/or standards of conduct.

Testing. Consistent with the above, we may require alcohol and drug testing (blood, urine, saliva, hair or other test) of employees under certain circumstances. The testing that may be required includes:

- **Suspicion of Abuse.** If we have a reasonable basis, in our sole discretion, to believe that an employee's job performance or conduct is being affected by alcohol or the use of illegal drugs or that the employee is under the influence of such substances while at work, we reserve the right to require drug and/or alcohol testing.
- **Suspicion of Abuse – Marijuana.** Likewise, we may require testing when we consider an employee to be under the influence of marijuana. In this case we will consider employee behaviors or issues such as:
 - Speech;
 - Physical dexterity, agility, or coordination;
 - Demeanor;
 - Irrational or unusual behavior;
 - Negligence or carelessness when operating equipment or machinery;
 - Disregard for the safety of others; and
 - Involvement in an accident resulting in serious damage to equipment or injury to the employee or others (see below).
- **Post-Accident.** We require testing of employees involved in a work-related accident. Typically, an "accident" is an occurrence that results in: a death; bodily injury requiring medical treatment away from the scene of the accident; or an occurrence resulting in

damage to property in an amount of \$1000.00 or more. Testing will occur as soon as possible after the accident; however, we will not delay necessary medical attention for an injured employee following the accident. Each employee whose performance could have contributed to the accident will be tested.

Notification of Convictions. Any employee who is convicted of a criminal drug violation in the workplace must notify the Human Resource Department in writing within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification.

Consequences. One of the goals of our drug-free workplace program is to encourage employees to seek help voluntarily with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious. Employees, or other individuals, violating this policy may be subject to arrest by appropriate legal officials. Employees may be required to complete an approved drug or substance abuse program, or be subject to University discipline, up to and including immediate dismissal. Sanctions including future prohibition against employment and use of University facilities may be imposed upon any individual guilty of violating this policy.

Assistance. We recognize that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.

Where an employee initiates a request for assistance to participate in an approved drug or substance abuse assistance or rehabilitation program, the University may assist the employee by granting a leave of absence, or revising the employee's work schedule to allow participation. The program must be approved, continuous and completed with appropriate certification of completion. Should a program be started and voluntarily not completed, or if the individual is rejected from the program due to continued abuse or non-compliance with program requirements, employment with the University may be terminated.

The University provides additional information about programs and other relevant information sources through the Human Resource Department or the Employee Assistance Program.

Confidentiality. All information received by the University through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility. A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and administration have important roles to play.

All employees are required not to report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to:

- Be concerned about working in a safe environment; and
- Use the Employee Assistance Program.

It is the supervisor's responsibility to:

- Inform employees of the drug-free workplace policy;
- Observe employee performance; and
- Document negative changes and problems in performance.

Communication. Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:

- All employees will receive a written copy of the policy;
- The policy will be reviewed in orientation sessions with new employees;
- The policy and assistance programs will be reviewed at safety meetings; and
- Supervisors who suspect they have an employee with an alcohol or drug problem should contact the Human Resource Department.

Recreational and Medical Cannabis Laws. We will not penalize employees solely for their status as a registered qualifying patient under Illinois's medical marijuana law, or their legal use of marijuana under the Cannabis Regulation and Tax Act and Right to Privacy in the Workplace Act, unless failing to do so would put us in violation of federal law or unless failing to do so would: impact our ability to comply with federal or State law; cause us to lose a federal or State contract or funding; or lose other monetary or licensing-related benefit under federal law or rules, including but not limited to the Drug Free School and Campus Act. No employee, however, may possess or use medical or recreational marijuana on work time or on our premises, including all vehicles, unless allowed by law. Employees must also not be under the influence of marijuana while at work. In all other respects, we expect employees to abide by this policy.

Compliance with Drug-Free School and Communities Act. In compliance with the Drug-Free School and Communities Act of 1989, the University recognizes an academic community can be harmed by the abuse of alcohol and the use of other drugs. Education, or the process of learning, can be especially impaired. Substance abuse can create serious health problems, strained social interactions and decreased productivity. Problems associated with illicit use and abuse of substances harm the University and the community at large. Such problems are not identified with particular socioeconomic groups or age levels.

We promote an environment that reinforces healthy, responsible living; respect for community laws; campus standards and regulations; the individual's responsibility within the community and the intellectual, social, emotional, spiritual or ethical and physical well-being of its community members.

Safety Supervisor

To assist in providing a safe and healthy work environment for employees, students and visitors, Bradley University has established a workplace Safety Supervisor.

The Safety Supervisor is responsible for implementing, administering, monitoring and evaluating workplace safety. Safe work practices depend on your alertness and personal commitment.

We expect you to obey safety rules and exercise caution in all work activities. You must immediately report any unsafe condition to your supervisor.

University Police Department

The University Police Department provides protection and other services to assist the administration in conducting University business. If you need on-campus assistance, the University Police Department should be called at Ext. 2000.

Use of Equipment and Vehicles

Equipment and vehicles essential in performing job duties are expensive and may be difficult to replace. When you are using University property, we expect you to perform required maintenance and follow all operating instructions, safety standards and guidelines. You should exercise care to ensure that improper, careless, or unsafe use and operation of equipment or vehicles do not happen.

Please notify your supervisor if any equipment, machines, tools or vehicles appear to be damaged, defective or in need of repair. Prompt reporting could prevent injury to you, your fellow employees, or others. Your supervisor can answer any questions about your responsibility for maintenance and care of equipment or vehicles used on the job.

Violence in the Workplace

Expected Employee Conduct. We expect you to demonstrate common courtesy and engage in safe and appropriate behavior on the job at all times. Any involvement in physical violence or threats of violence is unacceptable behavior.

Civility and Respect. Interpersonal conduct or violent acts that injure, frighten, threaten, or exploit an individual show a lack of respect for your fellow employee. Bullying and similar conduct are prohibited and may also violate the Sexual Harassment and Harassment Policies. Such behavior should be reported to your supervisor immediately.

Off-duty and Off-site Conduct. You are responsible for your conduct on University premises, whether you are on or off duty. Our general rules of conduct and behavior expectations also apply any time you are working for or are representing the University away from our premises.

Discipline. We will promptly investigate any physical or verbal altercation, threats of violence, or other conduct that threatens the health or safety of other employees, students or the public. All

physical altercations are treated as gross misconduct and may result in disciplinary action, up to and including immediate termination of employment.

Weapons in the Workplace

Purpose. The University adopted a Policy to regulate the presence and use of Weapons on its properties and to comply with the Firearm Concealed Carry Act, 430 ILCS 66/1, *et seq.* ("Act") and regulations adopted under the Act ("Regulations"). We are committed to providing a safe and secure environment for the University community and visitors. In support of this commitment, we restrict the possession or use of Weapons on all property owned, leased, or controlled by the University ("University Property").

This Policy applies to all persons who in any capacity for any reason are on University Property or in a vehicle owned, leased or controlled by the University ("University Vehicle"). It also applies to all University employees when acting within the scope of their employment.

A full version of this policy was approved for implementation by the Bradley University Board of Trustees on August 1, 2014, and is available online at:

<https://www.bradley.edu/campuslife/student-conduct/policies/>.

Workplace Injuries

Safety. We expect you to perform work in a safe and responsible manner. You must maintain your work area in a safe condition.

Reporting Workplace Injuries. Any workplace injury or illness, no matter how slight, should be reported to your supervisor as soon as possible, but no later than the end of your scheduled work day in which the injury/illness occurs or when you realize you have suffered a work-related injury/illness. Failing or refusing to report a workplace injury or illness of which you are aware is a violation of this policy. Supervisors must notify the Human Resource Department of any reports. If you require medical treatment, we will send you to an immediate care facility, or emergency room by ambulance as appropriate. You have the right to choose your own health care provider.

You must complete a Work Related Accident Report form and Statement of Injured as soon as it is prudent, and your supervisor must complete a Supervisor's Report of Accident. Accident forms are available on the Human Resource Website at:

<https://www.bradley.edu/offices/business/human-resources/benefits/workers-compensation/>.

These reports must be sent to the Human Resource Department as soon as possible.

Severe Injuries or Illness. In the event of severe injuries or sudden illness, call an ambulance if:

- A situation appears serious;
- The person is unconscious or unable to move;
- There are signs of heavy bleeding;

- There are other abnormal signs; and
- Notify the University Police Department, Ext. 2000, so it may be of assistance.

Remember, if any doubt exists, call an ambulance first, others next. Provide whatever first aid you can until medical help arrives, but only what you are trained to do.

FMLA. A work-related injury eligible for workers' compensation coverage may also constitute a serious health condition under the FMLA. Time taken to receive treatment and recover from a work-related injury will be counted as "medical leave" for purposes of accounting for twelve weeks entitlement of the employee under the FMLA policy.

Rights and Protections.

- You have the right to report work-related injuries and illnesses (please follow the reporting procedure listed above); and
- Employers are prohibited from discharging or in any manner discriminating against employees for reporting work-related injuries or illnesses.

7. PAYROLL

Employment Categories

Exempt Employees. Employees covered by this Handbook are those designated as exempt. Exempt employees are ineligible for overtime pay. They are expected to work whatever hours are needed to ensure their work is completed in accordance with our requirements. As appropriate we observe the Department of Labor’s “salary basis” regulations that provide (*with limited exceptions*) that exempt employees must receive their full weekly salary not subject to reduction because of variations in the quality or quantity of the work performed. Improper deductions from an exempt employee’s salary are prohibited. If you believe you have been subject to an improper deduction, we encourage you to contact the Human Resource Department. Exempt employees will be reimbursed for any improper deductions. If there is a conflict or question between the policies in this Handbook and the Department of Labor regulations, the regulations will be controlling.

Regular Full-Time. Regular Full-Time employees are not in temporary status and are regularly scheduled to work 30 or more hours per week. Generally, they are eligible for the University’s benefit package, subject to the terms, conditions and limitations of each benefit program.

Regular Part-Time. Regular part-time employees are not in temporary status and are regularly scheduled to work less than 30 hours per week. Regular part-time employees are eligible for certain benefits subject to the terms, conditions and limitations of each benefit program.

Temporary. Temporary (part-time or full-time) employees are hired on an interim basis, e.g., temporarily supplement the workforce, or to assist in the completion of a specific project. Employment assignments in this category are of limited duration. Employment beyond any initially-stated period does not change temporary employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally-mandated benefits, they are ineligible for Bradley University’s benefit programs.

Administrative Pay Corrections

The University seeks to ensure employees are paid promptly on the scheduled payday and that payroll checks are accurate. If there is an error on the payroll check, the employee should promptly bring the discrepancy to the attention of the Payroll Department.

Overpayments will be corrected in the next regular payroll check unless this presents a burden to the employee (where there is a substantial amount owed). It is expected that overpayments will be returned, either directly or through payroll deduction, as soon as practicable. It is the employee’s responsibility to identify under or overpayments. The Human Resource and Payroll Departments will counsel with the employee regarding the repayment of wages received in error.

Changes in Tax Status.

If a change in the number of your dependents or your marital status occurs, you may wish to update your income tax withholdings. This can be done at any time in the ADP system. For assistance, you can contact the Payroll Department.

Direct Deposit/Payroll Debit Cards

Direct Deposit. Information to set up Direct Deposit will be included in the onboarding process emailed to you from ADP Security Services. You have the option to either set up Direct Deposit to your banking institution, or you may enroll in the Wisely Debit Card that is offered. If Direct Deposit is not set up by your second pay period, your payment will be deposited on a Wisely Debit Card, and you will receive a packet in the mail (to your home address) with your Wisely Debit Card. Changes can be made to your direct deposit choices at any time in the ADP system. For assistance, you can contact the Payroll Department.

Payday. You will be paid on the first day of each month, except as noted below:

- If the first day of a month falls on Saturday or Sunday, pay day will be on the Friday immediately preceding the first day of the month;
- The January 1 pay day is the last banking day in December; and
- Exceptions to the pay schedule will be communicated by the Office of Financial Services.

Extra Compensation

Regular status salaried employees normally do not receive extra compensation for the performance of sponsored programs.

Participation in Community Affairs

We encourage employees to participate in community affairs. Time spent in such activities should be outside your working hours, such time is not typically considered hours worked for pay purposes.

If you engage in any political activity, you must do so as an individual and not a representative of the University. Campaigning, fundraising and other partisan political activities must be conducted on your own time. You should inform the appropriate Vice President or Athletic Director of your intentions to seek public office or accept an appointment to public office.

Work Schedules

Work schedules vary throughout the University. Your supervisor will provide you with your individual work schedule. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Supervisors will schedule meal periods to ensure necessary coverage for the department.

Remote Work

Remote work is an arrangement whereby an employee is regularly scheduled to work away from their assigned campus workspace in an approved workspace. Employees may work remotely on a daily basis or have a partial remote work arrangement where the employee works remotely on specified days or during specified hours. Remote work agreements must be reviewed and approved by an employee's supervisor and Human Resources. Complete information regarding the remote work policy is available online at:

<https://www.bradley.edu/offices/business/human-resources/employee-info/remote-work/>.

Employees may be allowed to work remotely on an intermittent or temporary basis at their supervisor's discretion. In these instances, a remote work agreement may not be required.

8. PAID TIME OFF AND LEAVES OF ABSENCE

Bereavement Leave

Eligibility. We grant bereavement leave with pay to all regular full-time and part-time employees upon the death of an immediate family member as defined below. Temporary employees are ineligible for paid bereavement leave, but may take unpaid leave with supervisor approval.

Leave Benefit. Eligible full-time employees receive three days of paid bereavement leave at their regular rate of pay. Eligible part-time employees receive a prorated amount of paid leave. You may qualify for additional unpaid time off under the Family Bereavement Leave policy or your supervisor may approve additional time off for bereavement purposes. You may use other available paid time off (vacation or floating holiday) to cover the absence. If paid time is exhausted, the additional bereavement leave will be without pay.

For the three days of paid time off, immediate family member includes: brother; brother-in-law; child; daughter-in-law; father; father-in-law; grandchild; grandparent; grandparent-in-law; legal guardian; mother; mother-in-law; sister; sister-in-law; son-in-law; spouse; stepchild; step-parent, step-parent-in-law and individuals who stood “in loco parentis” (as defined by the FMLA).

Family Bereavement Leave

Certain employees may also be eligible for unpaid bereavement leave time.

Eligibility. Eligible employees are those employees eligible for leave under the Family and Medical Leave Policy.

Reasons for Leave. An eligible employee may take leave in the event of:

- the death of a covered family member defined as an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.
- a stillbirth;
- a miscarriage;
- an unsuccessful reproductive procedure;
- a failed adoption match or an adoption that is not finalized because it is contested;
- a failed surrogacy agreement; or
- a diagnosis that negatively impacts pregnancy or fertility.

Leave Benefit. Eligible employees may take 10 work days leave time to:

- grieve;
- attend the funeral or alternative to a funeral of a covered family member; or
- make arrangements necessitated by the death of the covered family member.

Pay. Family Bereavement Leave is without pay; however, eligible employees may use available paid bereavement leave, vacation, or floating holiday during Family Bereavement Leave.

Restrictions. Family Bereavement Leave must be completed within 60 days after the date the employee receives notice of the event. Employees must give their supervisor at least 48 hours notice before taking leave, unless not reasonable or practicable. In the unfortunate instance of more than one event in a 12-month period, the employee is entitled to a total of six weeks Family Bereavement Leave.

Domestic, Sexual, and Gender-Based Violence Leave

Pursuant to the Illinois Victims' Economic Security and Safety Act ("VESSA"), we grant leave to our employees who are victims of domestic, sexual, or gender-based violence or to those who have family members who are victims of domestic, sexual, or gender-based violence and whose interests are not averse to the employee as it relates to the domestic, sexual, or gender-based violence based upon the following requirements, terms and conditions.

Eligibility. All employees are eligible for leave under this policy. Employees are entitled to a maximum of 12 weeks of leave during a 12-month period.

Reasons for Leave. An employee who is a victim of domestic, sexual, or gender-based violence or who has a family or household member who is a victim of domestic, sexual, or gender-based violence and whose interests are not averse to the employee as it relates to the domestic, sexual, or gender-based violence may be entitled to leave for the following reasons. ("Family or household member" means a spouse, parent, son, daughter, and persons jointly residing in the same household.)

- Seeking medical attention for or recovering from physical or psychological injuries caused by domestic, sexual, or gender-based violence to the employee or the employee's family or household member;
- Obtaining services from a victim services organization for the employee or the employee's family or household member;
- Obtaining psychological or other counseling for the employee or the employee's family or household member;
- Participating in safety planning, temporarily or permanently relocating, or taking actions to increase the safety of the employee or the employee's family or household member from future domestic, sexual, or gender-based violence or ensure economic security; and
- Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic, sexual, or gender-based violence.

Notice. You should give at least 48 hours' notice prior to the commencement of your leave, unless such notice is not practicable. If you cannot give 48 hours' notice, you must provide certification of your need for leave as described below.

Certification. We will require you to provide certification that you or your family or household member is a victim of domestic, sexual, or gender-based violence, and the leave is for one of the purposes outlined above.

You must provide certification to us within a reasonable period after the certification is requested. The certification may take the form of a sworn statement by the employee, and upon obtaining such documents, the employee shall provide:

- Documentation from an employee or volunteer of a victim services organization, an attorney, clergy member, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance; or
- A police or court record; or
- Other corroborating evidence.

Confidentiality. All information pertaining to the use, notice and certification of domestic and sexual violence leave provided to us will be retained in the strictest confidence, except to the extent that disclosure is requested or consented to in writing by you or otherwise required by applicable law.

Intermittent Leave. Intermittent leave or reduced leave (i.e., taking leave in separate blocks of time, rather than leave for a continuous period of time) may be available.

Unpaid Leave. Domestic, sexual, or gender-based violence leave is without pay. You may decide, however, to substitute for VESSA leave an equivalent amount of available vacation, or sick leave (as appropriate), until such paid leave has been exhausted. In no situation may you duplicate benefits or attempt to use benefits simultaneously that would result in you receiving benefits greater than 100% of your salary. The remaining weeks of leave will be without pay, unless the leave otherwise qualifies for payment under our short-term disability plan.

Health and Medical Benefits. During leave, your health benefits will be continued under the same conditions as if you had remained actively employed. If leave is unpaid, you still must pay your portion of the premiums.

Other Benefits. During leave, other benefits do not continue to accrue.

Reporting. We may require you to report periodically, in writing, of your status and intention of returning to work upon completion of leave.

Return to Work. Upon completion of leave, we will restore you to the position you held prior to the leave, or to a substantially equivalent position, subject to exceptions as provided by law.

Family and Medical Leave

Family and medical leave may be granted based upon the following requirements. Pursuant to the United States Department of Labor, employees may have certain rights and obligations under the Family and Medical Leave Act.

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

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

Military Family Leave Entitlements. Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is:

- A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

Note that the definitions of “serious injury or illness” for current service members and veterans are distinct from the FMLA definition of “serious health condition”.

Benefits and Protections. During FMLA leave, the University must maintain an employee’s health coverage under its group health plan on the same terms as if the employee had continued to work. The employee portion of insurance premiums is to be paid by payroll deduction. In the event an employee does not receive a paycheck, the employee portion is to be paid to the University by cash or check. If the employee portion is not paid, the insurance benefit may be canceled unless alternative arrangements are made. For specific details, see the Human Resource Department. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment

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

Eligibility Requirements. Employees are eligible if:

- They have worked for a covered employer for at least 12 months;
- Have 1,250 hours of service in the previous 12 months; and
- If at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

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

Substitution of Paid Leave for Unpaid Leave. FMLA leave is without pay, except that you will be required to substitute paid vacation, or sick leave (as appropriate) for FMLA leave until such paid leave has been exhausted. Leave that qualifies as paid leave under short-term disability also runs concurrently with FMLA leave and no other paid time off is substituted for this leave. Leave that qualifies as paid leave under state workers' compensation laws also runs concurrently with FMLA leave and no other paid time off is substituted for this leave. In no situation may you duplicate benefits or attempt to use benefits simultaneously that would result in you receiving benefits greater than 100% of your base hourly or salary rate. After all types of paid leave have been exhausted, the remaining FMLA leave will be without pay.

Employee Responsibilities. Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal procedures. Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested

leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave. Certification forms are available at the Human Resource Department, 239 Sisson Hall. Employees with questions about the FMLA are encouraged to speak with the Human Resource Department.

Employer Responsibilities. Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility. Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts. The FMLA makes it unlawful to:

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

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

Twelve-Month Period.

- **Service Member Family Leave.** In the case of Service Member Family Leave, the 12-month period in which you may take your 26 weeks of leave will begin on your first day of Service Member Family Leave and will continue for the next 12 months.
- **All Other FMLA Leaves.** For all other FMLA leaves, we will use a rolling 12-month period measured backward to determine the number of weeks of FMLA leave to which you are entitled. Under this method, the 12-month period is measured backward from the date an employee begins any FMLA leave. Under the rolling 12-month period, each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the 12 weeks which has not been used during the immediately preceding 12 months.

Parental Leave. One week of paid parental leave is available to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable.

Holidays

Eligibility. All employees receive paid holidays immediately upon assignment to an eligible employment classification.

Recognized Holidays. We typically recognize six paid holidays. Each year we will publish a schedule listing the holidays we will observe that year and the dates those holidays will be recognized. We reserve the right to schedule work on an observed holiday.

- New Year's Day;
- Memorial Day;
- Independence Day;
- Labor Day;
- Thanksgiving Day; and
- Christmas Day

We may recognize additional holidays at the *discretion* of the University, such as:

- Wednesday before Thanksgiving Day;
- Friday after Thanksgiving Day;
- Christmas Eve Day; and
- Working Days between Christmas Day and New Year's Day.

Floating Half-Day. We provide a floating half-day holiday to all eligible employees on June 1 each fiscal year. This half-day must be used all at one time, by the following May 31 and cannot be carried over into a new fiscal year. If not used by May 31, it will be forfeited. Employees hired on or after March 1 will not be given the floating half-day until June 1. Employees receive payment for an unused floating half-day holiday upon termination of employment.

Holiday Pay. Holiday pay will be calculated based on an employee's base pay rate (as of the date of the holiday.) If a recognized holiday falls during an eligible employee's paid absence (i.e. vacation, sick leave, etc.) holiday pay will be provided in lieu of the paid time benefit.

Jury Duty

We encourage you to fulfill your civic responsibility when called to jury duty.

Benefit. Employees in an eligible classification may request up to two weeks (10 working days) of paid jury duty leave during any one calendar year. If jury duty extends beyond the period of paid jury duty leave, you may use available vacation pay, otherwise jury duty is without pay; provided, however, that exempt employees will also be paid for any additional partial work weeks while on jury duty.

Notice. Present your jury duty summons to your supervisor as soon as possible so arrangements can be made to accommodate your absence. We expect you to report for work when the court's schedule permits.

Leaves of Absence

Purpose. The intent of this policy is to specify when a leave of absence may be granted for leaves that do not qualify under statutory leaves and to identify the typical reasons why we approve a leave of absence.

Eligibility. Generally, all regular employees are eligible to apply for a leave of absence. Granting of the leave is at our discretion and is subject to conditions stated in this policy.

Practice. Any eligible employee may apply for a leave of absence. The maximum amount of leave granted will depend upon the reason for which the leave is granted. On a case by case basis, with University approval, a leave may be extended or renewed for additional periods, not to exceed a total of 12 months, or length of active service, whichever is less (subject to our Reasonable Accommodation policy). The usual accepted reasons for leave of absence are:

- **Medical.** An employee may qualify for a leave of absence for medical reasons due to illness, disability (including those related to maternity), or injury (work related, or non-work related). An employee may qualify for leave of absence if the employee is unable to perform the essential functions of his/her job because of the employee's serious medical condition. A medical statement from the treating physician must accompany the request to verify the need and estimated length of the leave. An employee will be required to present a fitness-for-duty medical release upon the return from a personal medical leave.
- **Personal.** Leaves may also be granted for emergency personal or medical reasons. For the medical condition of a spouse, child or other family member, a medical statement from the treating physician must accompany the request to verify the need and estimated length of the leave.

Requests for Leave. Whenever possible you should request leave in writing at least 30 days in advance. A request due to a sudden accident or illness should be completed as soon as possible. Submit requests for leave to your supervisor.

During your leave, it is important you keep us informed of any changes in your anticipated return to work date. It is also your responsibility to notify us when you plan to return to work, and provide any required documentation.

Pay and Benefits. Leaves of absence are without pay and will not be granted until all forms of paid time off have been exhausted unless the leave qualifies for pay under short term disability. Benefits may be continued as allowed under plan provisions.

Return to Work. Whenever possible, upon return from leave we will attempt to place employees in their former positions or positions of a similar nature; however, we cannot guarantee that a position will be available upon expiration of the leave of absence. If a suitable position is not available, an employee may be terminated.

Other Leaves of Absence

Blood Donation Leave. Eligible employees who have been employed for a period of six months or more may request time off to donate blood. For leave requirements or questions, please contact the Human Resources Department.

Illinois Family Military Leave. We recognize the sacrifice of men and women called to active military service, and its effect on family members. We provide up to 30 days of leave for an eligible spouse, parent, grandparent or child of an individual called to military service lasting longer than 30 days with the State of Illinois or United States pursuant to the orders of the Governor of the State of Illinois or the President of the United States.

Military Leave. We support and respect those individuals who serve our country in the military. As a sign of that support, we will comply with the federal Uniformed Services Employment and Reemployment Rights Act, and the Illinois Service Member Employment and Reemployment Rights Act.

School Visitation Leave. We provide School Visitation Leave to eligible employees. Subject to certain requirements, employees may take up to eight hours unpaid per school year to attend primary or secondary school conferences or classroom activities related to the employee's children that cannot be scheduled during non-work hours. If you have questions, please contact the Human Resource Department.

Time Off for Voting. All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, managers are authorized to grant a reasonable period of time, up to three hours, during the work day to vote. This time off will be without pay.

Vacation

Eligibility. Regular full-time and regular part-time exempt employees who work at least 20 hours per week are eligible to earn vacation. Part-time employees working less than an average of 20 hours per week, temporary employees and employees scheduled to work less than 12-months are ineligible for vacation.

Scheduling Vacation. All vacation requests should be submitted as far in advance as possible. Vacation must be approved by your immediate supervisor. We reserve the right to deny a vacation request to ensure adequate staffing.

Payment. Vacation is paid at your regular rate of pay.

Benefit Schedule. Eligible employees earn vacation pro rata throughout the course of the University's fiscal year, June 1 through May 31. Eligible employees begin to accrue vacation on the date of hire and earn vacation pursuant to the schedule below:

Length of Service	Monthly Accrual	Maximum # Vacation Days Earned Per Year
0 through 5 years of Service	.8333 days per month	10 days
On 5 th Anniversary begin to Accrue 15-day rate	1.25 days per month	15 days
On 10 th Service Anniversary begin to accrue 20-day rate	1.67 days per month	20 days

Employees begin to accrue at a rate of 15 days per year and 20 days per year after completing 5 and 10 years of service respectively.

Additional Vacation Rules.

- Vacation does not accrue during leaves of absence greater than one week, including leaves qualifying for short-term disability;
- Vacation must be taken during the fiscal year in which it is earned; however, vacation days not used by the end of the fiscal year may be carried over and used the following fiscal year provided the number of days does not exceed one year’s vacation entitlement. Carry-over vacation not used by the end of that following fiscal year is forfeited;
- Employees do not receive cash payment in lieu of taking vacation time;
- Vacation pay may not be used before it is earned; and
- Employees receive payment for all unused vacation upon termination of employment.

Paid Leave For All Workers Act. For regular status employees, the paid vacation leave policy meets the requirements of the Paid Leave for All Workers Act which requires 40 hours of paid leave for a 12-month period. The maximum 40 hours in an employee’s vacation bank will be considered as leave time under the Act that employees can use as paid leave for any reason. Employees who work less than 40 hours per week accrue their paid leave based on their regular workweeks. In compliance with the Act, leave time notification, granting timeframe, carryover, incremental usage, and payout policies remain in effect.

Temporary exempt/non-exempt employees who do not accrue vacation benefits are provided up to 40 hours of paid leave per year based on their scheduled work week hours. Such leave will be awarded annually on June 1. Employees hired after June 1 will receive a prorated balance upon hire based on the month in which they begin employment.

Leave may be taken for any purpose for days when the employee is scheduled to work and requests must be for at least two hours in duration. Where foreseeable, employees should provide their supervisor with at least seven calendar days’ notice. Otherwise, the leave request should be made as soon as possible through ordinary department call-in or notice procedures and designate the time as Paid Leave hours. Paid Leave time requests will be approved to the greatest extent possible when operational requirements allow.

Leave will be paid at the employee's regular pay rate. Any unused Illinois Paid Leave hours at the end of each fiscal year are not carried over. Unused hours are not paid at the time of separation from employment.

Victim Witness Program

We support the efforts of the Victim Witness Program through the State's Attorney's Office. We permit employees to testify or cooperate as witnesses at criminal proceedings with no loss of compensation.

If subpoenaed, the employee's verification of appearance should be submitted to the employee's supervisor and forwarded to the Human Resource Department immediately to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

If the employee has been subpoenaed as a witness of the University as a result of a job-related event, he/she will also receive paid time off for the entire period of witness duty.

Volunteer Service Paid Time Off

To encourage employees to become involved in their communities and lend their voluntary support to programs, Bradley will provide paid time off for employees to volunteer. Participation in volunteering creates community engagement opportunities that are meaningful, purposeful and is helpful to others, while enriching and inspiring the lives of our employees.

The following guidelines are for employees who serve as volunteers in community programs that are either of personal interest or are Bradley-sponsored initiatives.

Eligibility. Paid volunteer time will be available to regular, full-time and part-time employees whose employment is scheduled over a 12-month period. Employees receive 16 hours of community volunteer service and 16 hours of Bradley volunteer service as additional paid time off at the beginning of each fiscal year (June 1) to be used during that fiscal year. Part-time employees are eligible for volunteer paid time off on a prorated basis. New employees are eligible for a prorated amount after completing 1 year of employment.

Additional Volunteer Service Paid Time Off Rules.

- Volunteer paid time off is not cumulative and no additional hours will be granted in a fiscal year.
- It will not accrue from fiscal year to year and any unused hours will not be paid out upon termination of employment.
- For the event to be eligible for community volunteer service paid time off, it must occur during the employee's regular work schedule.

- Bradley volunteer hours may occur outside of the employee's regular work schedule. With supervisor approval, employees can flex their work schedule during the workweek in which the VTO hours will be used.
- The volunteer time will be paid at the employee's current base salary, will be considered excused time off and will not count towards overtime calculations.

Volunteer Request. It will be the employee's responsibility to organize their own volunteering activity. Once the employee has identified a volunteering activity, a request for Volunteer Time Off (VTO) can be made. The volunteer hours may be taken as a whole block of time or alternatively, can be spread across the year. Time off must be approved in advance with the employee's supervisor.

- It is required that the employee enter where they will be volunteering in the "Notes" section of their request before submitting it for approval to their supervisor.
- Paid community volunteer time must take place during normal work hours. Bradley volunteer time can take place outside normal work hours.
- The supervisor will consider the request and authorize time off for volunteering activities. The supervisor also reserves the right to decline a request and is encouraged to consult with Human Resources with any questions or concerns before approving or denying a request.
- If the "Notes" section has not been completed describing the volunteer activity, the supervisor should decline the request.

Conditions of Volunteering Activities. An employee who wishes to participate in a volunteer activity in the community must adhere to the following conditions:

- Volunteer time should not conflict with the peak work schedule, other work-related responsibilities, create need for overtime, or cause conflicts with other employees' schedules.
- As an employee of Bradley University, it is important to adhere to Bradley University's policies and procedures which include the standards of conduct outlined in the employee handbooks. Employees must also respect confidentiality when undertaking a voluntary activity. In practice, this will mean being aware of sensitive or confidential information disclosed.
- Employees who accept a volunteering activity are expected to attend and meet their commitment. If an employee fails to attend a pre-approved volunteering activity, this should be treated as an absence and the employee must use Paid-Time Off.
- Bradley University reserves the right to modify, amend, suspend or discontinue this program at any time and to revoke approval if employees are misusing the program.

Volunteer Time Off (VTO) must be spent with a nonprofit organization, such as:

- Heart of Illinois United Way

- Big Brothers/Big Sisters
- Peoria Public Schools
- Peoria Humane Society
- Peoria Park District

As a 501(c)(3) organization, Bradley is prohibited from directly or indirectly participating in any political campaign; therefore, employees may not use VTO to participate in political campaign activities.

9. BENEFITS

Please note: If there is any conflict between the terms of any benefit plan described in this handbook and the terms of any benefit plan as described in the plan’s summary plan description or plan document, the terms of the summary plan description or plan document shall be controlling. For more detailed information about your benefits, you are encouraged to consult those documents.

Bradley University has the discretionary authority to determine eligibility for benefits under its benefit plans and/or to construe the terms of those plans, including any vacation or other paid time off.

Although we intend to continue our benefit plans, we realize that unforeseen issues may prevent that from happening. For that reason, Bradley University reserves the right to amend, restate or terminate its benefit plans.

ADP Workforce Now

ADP is a web-based resource where you have access to information concerning payroll, benefits participation, federal/state tax withholding and other pertinent employment information. Login to [ADP](#) with your BUNetID and password. In the “Myself” tab at the top, you can navigate and connect to all your personal information. Please direct any questions to the Human Resource Department, 309-677-3223. ADP can be accessed online at:

<https://www.bradley.edu/offices/business/financial-services/payroll/adp-ess-ss/>.

Medical, Dental & Vision Insurance

We offer a health and dental plan, or stand-alone dental and vision plans to eligible employees. We share the cost of the health plan with employees. We review contribution levels on a regular basis and those contributions are subject to change. Employees scheduled to work nine months, but less than twelve months, are responsible for paying their portion of the benefit premium during the months they are not scheduled to work.

Eligibility for participation, benefits paid under the health plan, and other issues are described in the plans’ Summary Plan Description. Please refer to the Summary Plan Description for additional information, or contact the Human Resource Department. The Summary Plan Descriptions are available online at:

<https://www.bradley.edu/offices/business/human-resources/benefits/health-insurance/>.

Group Life/Accidental Death and Dismemberment Insurance

Bradley University makes life insurance available to all regular, full-time employees. We offer two plans - Basic Life Insurance and Voluntary Life Insurance. Employees must participate in the Basic plan in order to enroll in the Voluntary plan.

We contribute toward the premium for the basic life insurance plan. Our contributions are subject to change. Voluntary life insurance premiums are paid entirely by the employee. Employees scheduled to work nine months, but less than twelve months, are responsible for paying their portion of the insurance premiums during the months they are not scheduled to work.

Eligibility for participation, benefits paid under the life insurance plan, and other topics are described in the plans' Summary Plan Description. Please refer to the Summary Plan Description for additional information, or contact the Human Resource Department. The Summary Plan Description is available online at:

<https://www.bradley.edu/offices/business/human-resources/benefits/life-insurance/>.

Flexible Spending Plan

We sponsor a Flexible Spending Plan to allow you to pay employee benefit plan premiums, certain unreimbursed medical and dental expenses, and dependent care expenses with pre-tax dollars. You must elect whether you wish to participate in this plan.

The Plan's Summary Plan Description describes eligibility for participation in the plan, and other plan provisions. Please refer to the Summary Plan Description for additional information, or contact the Human Resource Department. The Summary Plan Description is available on the Human Resource website at:

<https://www.bradley.edu/offices/business/human-resources/benefits/flex-account/>.

Long Term Disability Insurance

We offer long term disability Insurance to all regular full-time employees, and we contribute toward the premium. Our contributions are subject to change. Employees scheduled to work nine months, but less than twelve months, are responsible for paying their portion of the benefit premium during the months they are not scheduled to work.

Eligibility for participation, and plan provisions are described in the plans' Summary Plan Description. Please refer to the Summary Plan Description for additional information, or contact the Human Resource Department. The Summary Plan Description may be found on the Human Resource Website at:

<https://www.bradley.edu/offices/business/human-resources/benefits/long-term-disability/>.

Long Term Care Insurance

We make long term care insurance available to all Bradley employees and their families. This is a voluntary benefit plan and premiums are paid entirely by the employee. Complete information about long term care insurance and the Summary Plan Description is available online at:

<https://www.bradley.edu/offices/business/human-resources/benefits/long-term-care/>
or www.BradleyLTC.com.

Retirement Plans

We maintain two retirement plans for eligible employees: a defined contribution plan retirement annuity and a tax deferred group supplemental retirement annuity. These plans help employees prepare financially for their retirement. The Plan's Summary Plan Description describes eligibility for participation in the plan, plan benefits, and other plan information. Please refer to the Summary Plan Description for additional information, or contact the Human Resource Department. The Summary Plan Descriptions are available online at:

<https://www.bradley.edu/offices/business/human-resources/benefits/tiaa/>.

Educational Assistance

Tuition Remission. We have developed a tuition remission program to benefit eligible employees. The benefit, which provides for a significant education cost savings for participants, represents a long-standing practice and philosophy of Bradley University to support the higher education of their spouses and certain dependents. This benefit is subject to change at University discretion. Complete information regarding the tuition remission policy is available at the Office of Financial Assistance or online at:

www.bradley.edu/offices/other/sfs/fa/facstafftuition/.

Tuition Exchange Program. Bradley University participates in the Tuition Exchange Program together with a number of other colleges and universities. A limited number of dependents of full-time employees may receive a tuition exchange scholarship at one of these participating institutions. Eligibility for participation is determined by years of service. A minimum of five years of continuous, full-time service is required for consideration. The Office of Financial Assistance must receive application requests no later than October 1st of the year prior to the intended use of the scholarship. Information regarding the Tuition Exchange Program is available online at: www.bradley.edu/offices/other/sfs/fa/facstafftuition/.

Sick Leave/Short Term Disability

Sick Leave. It is your responsibility to notify your supervisor as soon as possible whenever you are unable to work. Unexcused absences or failure to report absences can result in loss of pay and/or disciplinary action. In addition, you should, if possible, give your supervisor an estimate of how long the absence may be. If it is determined at a later date that there is a need for more time than originally expected, it is your responsibility to keep your supervisor informed at all times. Full-time regular employees' salary payments will be continued by the University for up to one month (160 hours). A prorated amount will be allowed for employees regularly scheduled less than 40 hours per week. Sick time requests are to be completed in ADP by employees, approved and tracked by supervisors.

The 30 days of sick leave can be used for an employee's own sickness or injury or to care for a member of the employee's immediate family including time off for medical, dental or optical examinations or treatment. For sick leave, immediate family is defined as an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

A physician's statement may be requested, following an absence of three or more consecutive work days. Absences in excess of three days must be reported to the Human Resource Department. Job-related physicals and other examinations that may be required after injury or illness are paid for by Bradley, are treated as confidential and remain the property of Bradley.

If sick leave is exhausted, use of all paid leave options (vacation days, floating half-day) will occur prior to being considered for an unpaid absence.

Short Term Disability. The University provides short-term disability to all full-time exempt employees, after completing 12 consecutive months, for absences due to their own medical condition and need for leave. The policy is administered by our carrier, The Standard. All claims will be submitted and approved by The Standard before the benefit is paid out. This is a free benefit provided by Bradley University.

Full-time exempt employee's salary payments will be continued by the University according to the following schedule:

1st month – 100% of salary - provided by Bradley University

2nd month – 80% of salary - provided by Bradley University

3rd – 6th months – 60% of salary - provided by The Standard

If a paid holiday occurs within a period of paid sick leave, the holiday will not be charged as a sick day. While on an unpaid leave of absence, you will not be paid for a holiday that occurs during that leave of absence.

If all sick and disability pay has been exhausted, employees may request an unpaid leave of absence as defined elsewhere in this handbook.

While on an unpaid medical leave of absence, the employee will have insurance coverage on the same basis that existed at the time the unpaid medical leave of absence was granted, provided the employee makes monthly premium payments. The University will continue to pay its portion of the health, life, and long-term disability insurance premiums for the first three months of the leave, or longer as may be required by statute. You are responsible for 100% of insurance premiums for any additional leave granted (except as may be required by the FMLA or other statutory leave).

Most employees will be restored to their original or equivalent positions, with equivalent pay, benefits and other employment terms if they return to work after no more than 12 weeks of a paid or unpaid leave of absence. The University will not guarantee a particular position will be held open during an unpaid leave of absence extending beyond 12 weeks. Those employees returning from an unpaid leave of absence in excess of 12 weeks will be considered for position vacancies where their qualifications meet the specifications for the position. If an employee on a leave of absence does not return to the University at the expiration of the leave of absence

and has not contacted the Human Resource Department to request an extension prior to the expiration of that leave, the employee's employment will be terminated. The granting of extensions is not automatic.

This policy will be interpreted in accordance with any requirements of the Family and Medical Leave Act, other applicable statutory leaves, and our Reasonable Accommodation Policy. See the FMLA and other statutory leave policies for additional information.

University Services Available to Employees

Employee Assistance Program (EAP). Our EAP provides support, resources and information for personal and work-life issues. The EAP is Bradley-sponsored, confidential and provided at no charge to you and your dependents. Information about the EAP is available online at: <https://www.bradley.edu/offices/business/human-resources/benefits/wellness/>.

University Bookstore. Barnes and Noble College Bookstores operate the Bradley University Bookstore.

Employees and their dependents only are entitled to a 10% discount on merchandise. Exceptions include, but are not limited to, class rings, cap and gowns, food items, textbook rentals, computer accessories and discounted merchandise.

To receive a discount on textbooks, you must present your Bradley University ID and your current class schedule to the cashier before the sale is rung. Dependents must also provide their own Bradley University ID, class schedule, and the employee's ID prior to the sale. For all other discounts, your Bradley University ID must be presented to the cashier before the sale is rung. Failure to comply or abuse of this policy may result in individual loss of discount privileges. Cash, checks, Visa, MasterCard, Discover, American Express or a Bradley quick-cash account may be used.

Library Privileges. The Cullom-Davis Library provides information resources and services the University community requires for its academic, professional and institutional objectives. In addition, University employees can obtain materials through inter-library loan arrangements. As a participant in Online Computer Library Center (OCLC), the library has ready access to millions of items in over 5,000 libraries across the country and abroad. Direct requests for inter-library loans to the Circulation Desk in the Cullom-Davis Library. To check out resource material at the Library, University staff members must have their ID cards validated at the Library once every three years. Additional information concerning services available at the Cullom-Davis Library can be found on their website at <https://www.bradley.edu/library>.

Notary Services. The Controller's Office and the Student Services Office have notary service available for employees.

Check Cashing Service. You may cash personal checks and payroll checks with a valid BU QuickCard. Certain limits and restrictions apply. The complete Check Cashing Policy is available online at:

<https://www.bradley.edu/offices/business/financial-services/policies-procedures/cash/employee.dot>.

Recreation Privileges. Full-time and part-time University employees and their immediate families (spouse and unmarried, dependent children) may use The Markin Family Student Recreation Center. For more information, contact The Markin Center or the Human Resource Department.

Theatre Tickets. The University offers many musical, theatrical and artistic activities during the year in the Hartmann Center and Dingeldine Music Center. Employees may purchase season theatre tickets at a discount by presenting your Bradley ID card. For more information, contact the Hartmann Center for the Performing Arts Box Office.

Athletic Tickets. Full-time staff members get discounted rates to Bradley athletic events. Contact the Ticket Office in the Renaissance Coliseum for more information.

Lost and Found Property. Articles lost or found in a building should be taken to the main office within that building. Offices receiving property will notify the University Police Department immediately so owners may be located. Articles lost or found on University grounds should be taken to the University Police Department.

Dining Facilities. The University's dining facilities are located in the Robert H. Michel Student Center and may be utilized by employees. Hours vary during the year and you should check the posted hours of operation.

The Robert H. Michel Student Center offers banquet and dining facilities. For information regarding cost and facilities, call Event Services.

10. EMPLOYEE PERFORMANCE

Our goal for you and all employees is to:

- Observe the highest standards of professionalism at all times;
- Perform responsibilities in a manner consistent with our values and ethical standards;
- Comply with all laws applicable to the University; and
- Treat others, including fellow employees and students, with dignity and respect.

Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on a regular informal basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job duties, encourage and recognize strengths, discuss positive, purposeful approaches for meeting goals and identify and correct weaknesses. The performance of all employees is evaluated, formally or informally, at least annually.

Standards of Conduct

Many of our standards of conduct are common sense and may not even need to be mentioned; however, we want our expectations of employee behavior to be clear. The following Standards of Conduct are not all-inclusive, but rather are examples of the types of conduct expected of you. Violations of these expectations are unacceptable and may lead to corrective action as outlined below. We reserve the right to take corrective action or discharge for reasons not listed below.

What are some positive behaviors? We expect you to:

- Report to work according to schedule;
- Notify your supervisor when you will be absent from work, or unable to report for work on time;
- Comply with University safety and health regulations;
- Maintain a professional personal appearance by being properly dressed for the work performed;
- Perform work efficiently; and
- Refrain from undesirable behavior that may subject you to discipline.

Negative behaviors must be avoided. We prohibit:

- Engaging in theft or inappropriate removal or possession of University or other's property.
- Working under the influence of alcohol, legal or illegal drugs, narcotics or other intoxicants;
- Possessing, distributing, selling, transferring or using of alcohol, illegal drugs, narcotics or other intoxicants in the workplace, while on duty or operating University-owned vehicles or equipment;
- Fighting or threatening violence in the workplace;

- Engaging in disruptive activity in the workplace;
- Damaging University property due to negligence or improper conduct;
- Engaging in insubordination or other inappropriate conduct;
- Violating safety or health rules;
- Smoking in prohibited areas;
- Engaging in sexual or other unlawful harassment or discrimination
- Possessing dangerous or unauthorized materials, such as explosives or firearms, in the workplace;
- Engaging in excessive absenteeism or any absence without notice;
- Disclosing proprietary or confidential information without authorization;
- Violating personnel policies;
- Engaging in unsatisfactory performance or conduct;
- Falsifying any University record or report;
- Failure to abide by the federal Family Educational Rights and Privacy Act (FERPA) or any other federal or state law or work rule; and
- Acting in a manner that we believe requires corrective action.

Performance Management

Our employees are responsible individuals who are expected to embrace our values and observe basic rules of good conduct and behavior. There are times, however, when concerns or issues may arise.

Whenever an employee's conduct or actions are contrary to our values, our standards of conduct, or the policies and procedures in this Handbook, it may be necessary to implement performance counseling or corrective measures. We evaluate each case individually and take the steps we deem necessary and appropriate. Performance management may start with counseling or coaching and/or a Performance Improvement Plan. If we determine corrective action is necessary or appropriate, actions may include verbal or written warnings, suspension, or termination. We, in our sole discretion, will determine what level of performance management or corrective action is appropriate.

11. TERMINATION OF EMPLOYMENT

Employment Termination

The employment relationship with Bradley University may terminate for reasons including but not limited to an employee's resignation, termination, or retirement. Employment termination may also occur due to a reduction in force, or from employee misconduct or unsatisfactory job performance. In most cases, employees terminated for cause will be ineligible for rehire.

Resignation

Employees are expected to give thirty days written notice to their supervisor of their intent to resign. Failure to give the required notice may result in ineligibility for re-employment.

Retirement

Retirement from Bradley University may be taken after a minimum of ten years of service and attainment of age 62 or older. Please contact the Human Resource Department for information on benefit eligibility. Employees should be aware that retirement rules for Social Security Benefits differ from those of the University.

Twelve Month Absence

An employee who has been absent from work for whatever reason or reasons for a period exceeding 12 consecutive months will typically be terminated from employment, subject to our Reasonable Accommodation Policy, any undue hardship, any statutory leave requirements, or individual contract provisions.

Staffing Adjustment

Recognizing that job security is important to employees and their families, Bradley University will attempt other alternatives before considering temporary or permanent reductions in hours or layoffs. These alternatives may include a freeze on new hiring, not filling budgeted positions in affected departments, a reduction or freeze of salaries and/or benefits on a campus-wide basis, and limiting capital expenditures. Bradley retains the right, however, to adjust hours and positions prior to these or other cost containment alternatives, if the alternatives are not considered sufficient or in the best interests of the university. Staffing adjustments may include reduced work schedules via a shortened workweek, reduced overtime in departments, voluntary or mandatory use of time off with or without pay in affected departments or pay categories, or layoffs (elimination of positions).

When adverse financial conditions result in reorganization and/or reduced work volumes occur in any part of the organization and conditions warrant staffing adjustments, Bradley University will implement a fair and effective process to identify and make adjustments.

Staffing adjustments are not determined by race, religion, color, sex, age, disability, marital status, national origin or any other protected class.

A temporary reduction in hours or temporary layoff (elimination of a position) may occur for an uncertain length of time but specifically less than three months. If the temporary reduction in hours or layoff continues beyond three months, then it becomes a permanent reduction in hours or permanent layoff.

A permanent reduction in hours or permanent layoff (elimination of a position) may also result from a decision to reduce work volume or due to lack of funding for a position.

Bradley University, in its sole discretion, may provide a severance package in lieu of notice to employees affected by a permanent layoff. If provided, the severance package is based on organizational and financial conditions at the time of the layoff.

Recall Procedures For Staffing Adjustments. Recalls for employees to return to work or increased hours are considered in reverse order of the staffing decisions (i.e., the last person affected in a job title is called back first), provided the individual is qualified for the available position. Bradley University retains the right to determine the order of recall if the recall sequence adversely affects campus operations. Bradley University cannot guarantee the same position, department, shift or compensation and benefits as before the staffing adjustment.

Reinstatement and recall rights cease six months from the date of a layoff.

Process To Determine Employees Affected By Staffing Adjustments

1. Identify Job Titles. Through discussions with senior management members, department managers identify specific job titles that are affected by staffing adjustments.
2. Identify Employment Status Group within Job Titles. After job titles are identified within a department, managers identify temporary employees as an employment status group, and all regular status employees as another employment status group. Regular status employees include all part-time and full-time employees.
3. Identify Skill Sets and Performance Levels within each Employment Status Group. Selection of employees for layoff will be made based on the required skill set which includes the qualifications, education and experience needed for the continuing positions. Performance factors taken into consideration include type and frequency of corrective action, attendance record, individual performance trends, productivity rate, efficiency rate, error rate, etc.. Employees who have the skill set and acceptable performance level will be retained first. Employees without the required skill set or performance level will be identified for the reduction in force.
4. Identify Seniority within each Employment Status Group. If there are no distinctions in skill set or performance levels, managers use a seniority-based system to determine employees affected by staffing adjustments within a department.

Seniority is determined on the employee's date of hire into their current job family within Bradley University. Within each employment status group, employees with the least seniority are identified first for staffing adjustments, providing that those employees remaining are able to do the jobs in a satisfactory manner.

Seniority is lost for the following reasons: resignation, retirement, reduction in force for a period of six months or more, or termination for cause. The Human Resources Office assists department managers to verify seniority dates of employees affected by staffing adjustments. For continuity of services at Bradley University, remaining employees may be required to change hours, shifts, or locations.

Bumping And Open Positions

Employees affected by staffing adjustments are considered first for open, approved positions within Bradley University. The selection of an employee to fill a vacancy is based upon the employee's qualifications including ability, work experience, knowledge, and attendance. If these factors are equal, the employee with the greatest seniority is placed in the open position. An employee may not bump another employee out of a current position.