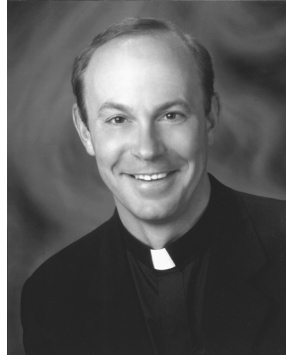


WELCOME FROM THE PRESIDENT OF THE UNIVERSITY OF SCRANTON



The employees of The University of Scranton share a proud heritage of more than one hundred years of providing educational opportunities to the people of Northeastern Pennsylvania and, increasingly in recent years, to students from many other areas of the country.

The University, in its Catholic and Jesuit Tradition, has enjoyed a remarkable history of success, growing from a small local college to a regional University. Today, the University enjoys a stable enrollment drawn from an increasingly larger pool of applicants and inquiries. Services and physical facilities have expanded, and the excellence of those services is reflected in consistent national recognition.

Of course, none of this would be possible without the dedication and talent of those who work here, now over 1,000 full and part-time employees. You will find the University to be a good place to work, and, with your help, it will continue to provide service and education of the highest quality.

Thank you for your continued service, and, to our new employees, welcome to this caring community.

Sincerely,

A handwritten signature in black ink that reads "Scott R. Pilarz, S.J." The signature is written in a cursive, flowing style.

Rev. Scott R. Pilarz, S.J.

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HISTORY OF THE UNIVERSITY

The University of Scranton was founded as Saint Thomas College by Bishop William O'Hara, the first Bishop of Scranton, who had always hoped to provide an opportunity for higher education in the Lackawanna Valley. In August of 1888, with few resources at hand, he blessed a single block of granite as a cornerstone for his new college, which would admit its first students four years later. That first cornerstone is preserved in the wall of St. Thomas Hall located at the corner of Linden Street and Monroe Avenue.

The college was staffed by diocesan priests and seminarians until 1896 and then, for one year, by the Xaverian Brothers. From 1897 until 1942 the school, which was renamed The University of Scranton in 1938, was administered for the diocese by the Christian Brothers. In the late summer of 1942, at the invitation of Bishop William Hafey, 18 Jesuits, led by Reverend Coleman Nevils, S.J., the newly appointed president, arrived on campus to assume control of the University.

The Jesuits restructured and strengthened the University's traditional and pre-professional programs with an emphasis on the liberal arts, which are the foundation for every program at a Jesuit university. This emphasis is intended to give students an appreciation for all disciplines as they develop specific subject knowledge.

The University has flourished under the Jesuits, growing from a primarily commuter school with fewer than 1,000 students to a broadly regional university with a total enrollment of more than 4,700 students in undergraduate, graduate, and non-traditional programs. As it enters the twenty-first century, the University continues to build on its historical and educational heritage.

STATEMENT OF MISSION

"The University of Scranton is a Catholic and Jesuit university animated by the spiritual vision and the tradition of excellence characteristic of the Society of Jesus and those who share its way of proceeding. The University is a community dedicated to the freedom of inquiry and personal development fundamental to the growth in wisdom and integrity of all who share its life."

Copies of the "Mission Statement" are available from Human Resources.

NOTICE REGARDING POLICY CHANGES

Additions to and deletions or modifications of the policies contained herein will first appear in the electronic version of the employee handbook on the Human Resources Department home page located at <http://academic.scranton.edu/departments/hrdept>.

POLICY APPLICATION

This handbook is provided to advise University of Scranton staff and administrators of the manner in which matters affecting personnel are normally administered. The statements contained herein state the general policy of the University with respect to its staff and administrators. This handbook, however, is not intended to be and is not to be construed as a binding, enforceable contract between the University and its staff and administrators, either individually or as a group. The University has and reserves the right, in its sole discretion, to change, modify, interpret, or depart from this policy when it deems it necessary under the circumstances or when it becomes evident that the established guidelines are not achieving the desired ends or are not appropriate for proper University governance.

This version of The University of Scranton Employee Handbook (handbook) is intended to supersede and replace all previous versions.

This handbook is not distributed by the University as an inducement for employment. The University does not intend to offer this handbook as a binding contract and does not offer it as a binding contract.

The employment relationship between the University and its employees is considered an at-will relationship and may be terminated by either party at any time, without cause or notice.

The handbook and the policies contained herein are not part of and should not be understood by any staff employee or administrator as part of a definite offer of employment.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYMENT AND DIVERSITY STATEMENTS

The University of Scranton is committed to equal opportunity in employment and education without regard to race, color, religion, ancestry, sex, age, disability, national origin, veteran status, or non-disqualifying disability in accordance with applicable laws.

The University of Scranton values the benefits of diversity. We are committed to creating a community which recognizes the inherent value and dignity of each person. As a community we actively promote an awareness of and sensitivity toward differences of race, gender, ethnicity, national origin, culture, sexual orientation, religion, age, and disabilities among students, faculty, administrators and staff.

This commitment to diversity requires the creation of a community that fosters and advocates the understanding of the impact of differences on ourselves and our institutions. An essential feature of this community is an environment in which all students, faculty, administrators and staff are able to study and work, free from bias and harassment.

Such an environment contributes to the growth and development of each member of the community.

The acceptance and understanding of human differences are part of the University's heritage and are embodied in the Jesuit ideals of personal concern for the humanity of others and service to those oppressed in any way by contemporary society. Consequently, all members of the University community are expected to participate in our diverse community in a manner consistent with our Catholic and Jesuit tradition.

THE NON-EXEMPT STAFF

Non-exempt staff members are those whose duties warrant the classification of non-exempt under the Fair Labor Standards Act (FLSA or Wage and Hour Law). These employees are paid for actual hours worked. The United States Department of Labor identifies the criteria used in determining whether a position is exempt or non-exempt from the provisions of the Wage and Hour Law.

Positions classified as non-exempt on the basis of their job descriptions require payment at a time-and-one-half rate for time worked over 40 hours per week. Employees are informed during the selection and hiring process whether the position is exempt or non-exempt.

Generally, paraprofessional positions are considered non-exempt for wage and hour purposes, but receive professional level benefits.

THE PROFESSIONAL STAFF

Professional staff members are those whose duties are primarily involved in planning, organizing, staffing, directing, and controlling efforts to achieve the goals and objectives of the University. Their qualifications and competence are based on education, experience, training, interest, skill, and the ability to exercise prudent, independent judgment.

The U.S. Department of Labor identifies the criteria used in determining whether a position is exempt or non-exempt from the provisions of the Wage and Hour Law requiring overtime payments. Professional staff personnel generally are exempt employees.

ADMINISTRATORS

Administrators as referred to in this handbook are executive positions of the University who have fully delegated responsibility and authority necessary to perform jurisdictional missions, goals, and objectives. Administrative staff status at The University of Scranton is determined by the Administrators' Conference with the concurrence of the President. Administrators are defined as president, vice presidents, provost, associate and assistant vice presidents, associate provosts, deans, associate deans and other staff personnel as designated by the Administrators' Conference.

TYPES OF EMPLOYMENT

All exempt and non-exempt positions* are of the following types:

FULL-TIME REGULAR: A position that requires a minimum of 35 to 40 hours of work a week and is expected to be continuing in nature.

FULL-TIME TEMPORARY: A position that requires a minimum of 35 to 40 hours of work a week and is not expected to be continuing in nature.

PART-TIME REGULAR: A position of less than 35 hours of work a week that is not limited in term.

PART-TIME TEMPORARY: A position of less than 35 hours of work a week for an approved period of a limited term. Part-time positions can have regular schedules, or intermittent, flexible schedules.

*Grant employees may fall into any of the above categories and are subject to the provisions of the appropriate employee type.

RESPONSIBILITIES OF ALL EMPLOYEES

In addition to the specific responsibilities enumerated in their job descriptions, all employees are expected to perform their assigned duties effectively, with courtesy, efficiency, and promptness and to conduct themselves as responsible and cooperative members of the University and the community:

- understand that change is necessary to keep the University vibrant and be willing to think and act creatively to assure continuous change for the better;
- maintain relationships with their supervisors and colleagues which are open, collaborative and characterized by mutual trust, respect and care;
- coordinate and cooperate with others who need to be involved or who are affected by their decisions and actions;
- work to understand, interpret and apply University policies and programs accurately and constructively and in an ethical manner;
- if they have supervisory responsibility, create and maintain a working environment which encourages commitment, respect for differences and personal and professional development.

SEXUAL HARASSMENT

The University of Scranton aspires to be the kind of community for students, faculty, and employees in which learning and working together leads to personal growth and development. The University understands that respect for the rights and dignity of all people must be protected for these hopes to be fulfilled. As such, The University of Scranton is committed to providing an educational and work environment that is free from discrimination in the

form of sexual harassment. In keeping with this commitment, the University strictly enforces its Sexual Harassment Policy. An employee of the University found to have violated this sexual harassment policy shall be subject to corrective action, up to and including termination. Copies of the full sexual harassment policy are available in the Office of Equity and Diversity and the Human Resources Department.

RECRUITMENT

Human Resources handles recruitment for all vacant exempt and non-exempt staff positions. Job vacancies are posted on department bulletin boards, the Human Resources Department web site at www.scranton.edu/humanresources/hr_vacancy_list.shtml, on the first floor of St. Thomas Hall, at Human Resources, and generally throughout campus. Advertising may be done through outside local, regional, and/or national resources. Changes and advancements within a department may be completed before a vacancy is advertised. Recruitment and advertising may be conducted simultaneously within the University and through outside media. Confidential inquiries about any advertised vacancy may be made through Human Resources.

Candidates for a job should, according to directions in the advertisement, present a resume and a letter of application specifying the position being sought.

Human Resources or the hiring department will screen the applications and select for interview those with qualifications that best meet the requirements of the position. Interviews will be scheduled following the screening and selection process. Final selection of the successful candidate is the responsibility of the supervisor.

In cases where a search committee has been appointed, the recruitment, screening, and selection process will be performed by the committee with the cooperation of the Office of Equity and Diversity and Human Resources. The recommendation of the committee then is referred to the hiring supervisor or administrator for acceptance (or rejection), after which the job offer is made or further interviews are considered.

RELOCATION EXPENSE

The maximum amount allowed by The University of Scranton for reimbursement of relocation expenses incurred by professional staff is determined by the following formula:

$$\begin{matrix} \text{Initial} & & \text{Salary} & & \text{Distance} & & \text{Maximum} \\ \text{Salary} & \times & \text{Multiplier} & \times & \text{Multiplier} & = & \text{Relocation} \\ & & (0.05) & & (\text{See Table}) & & \text{Allowance} \end{matrix}$$

Distance Multiplier Table
(from The University of Scranton)

30 miles to 500 miles - 1.0
500 miles to 1,000 miles - 1.2
1,000 miles to 1,500 miles - 1.4
1,500 miles to 2,000 miles - 1.6
2,000 miles to 2,500 miles - 1.8
over 2,500 miles - 2.0

Relocation expenses for distances less than 30 miles are not reimbursed by the University.

The types of covered expenses include:

1. Moving of all household furnishings;
2. Moving of three titled vehicles, including automobiles, recreational vehicles, and boats on trailers;
3. Three family visits for home-buying purposes;
4. Airline tickets associated with the move;
5. Gasoline, tolls, and meals associated with home-buying visits or relocation.

Appropriate documentation is required before any claim can be made against the allowance.

The right to reimbursement of relocation expenses is preserved for a period of five years to accommodate delayed relocation for those for whom it is not expedient to move at the time of hire. However, reimbursement allowances will be based on the initial salary.

TRANSFERS

Employees considering applying for another position within the University should contact Human Resources for information on vacant positions. A candidate's supervisor should be advised upon making application.

If the placement is unsatisfactory to the employee and/or supervisor, Human Resources will attempt to make a reassignment within the University. If no position or work is available and no satisfactory arrangements can be made, the University's obligation will cease upon termination.

Regular full-time and regular part-time employees must be employed in their current positions for at least six months before they are eligible to apply for other positions within the University. Temporary full-time or temporary part-time employees are eligible to transfer to other positions only after completion of the initial assignment, or six months, whichever comes first. Exceptions to meet the needs of the University may be considered.

HOURS OF EMPLOYMENT

Normal business hours are from 8:30 a.m. to 4:30 p.m. Many variations of these hours exist including second and third shifts. All schedules are defined at the time of hire. Variations are determined by supervisors with administrative approval.

Lunches:

Unpaid lunch hours generally are noon to 1:00 p.m. or 1:00 p.m. to 2:00 p.m. for first-shift employees. Variations on these lunch hours and lunch hours for second and third-shift positions are at the supervisor's discretion. Some positions are on a 30-minute lunch schedule and employees are advised of this at the time of hire.

Breaks:

Non-exempt employees are allowed two paid fifteen-minute break periods each day, one in the first half of the shift and one in the second half. Break periods cannot be used to extend lunch hours or to shorten the work day, nor are they cumulative. Professional staff employees are expected to be self-policing in terms of non-productive time.

NINE/TEN/ELEVEN MONTH & REDUCED HOUR POSITIONS

Nine/Ten/Eleven-month and reduced-work schedules may be available for certain positions with the approval of the supervisor, division head, and Human Resources. Some positions may be changed to nine/ten/eleven-month or reduced hour schedules based on the needs of the University. All benefits continue during non-work periods with employees being responsible for their share of the full-time benefit cost, if any. Time off benefits are reduced. See the section entitled "Vacation and Sick Accruals for Full-time Employees Working Less than 12 Full Months" and "Vacation and Sick Accruals for Employees Working Reduced Hours."

EMPLOYMENT OF RELATIVES

The University of Scranton seeks to provide equitable employment opportunities for all individuals including those related to one another by law, blood, or marriage. Employment in the same division or department is permitted provided that neither relative occupies a position which participates in making recommendations or decisions that affect the other's appointment, retention, work assignments, promotion, demotion, salary, or working conditions.

The conditions of this policy also apply if two employees become related through marriage after they are employed. Where such situations evolve, or have evolved, non-prejudicial and non-punitive action should be taken to make corrections as appropriate opportunities emerge.

For purposes of this policy, "relative" is defined as parent, spouse, child, brother, sister, aunt, uncle, niece, neph-

ew, grandparent, and stepparent. In-law relationships to the same degree, and other persons living in a household, also are considered as included in this policy.

PERFORMANCE EVALUATIONS

Work performance should be an ongoing dialogue between supervisor and employee. In addition, each employee should receive a formal written evaluation each year. Forms are distributed annually by Human Resources for all staff and administrators.

NEW EMPLOYEE INTRODUCTORY PERIOD

All non-exempt and exempt employees will be formally evaluated prior to the end of their 6th month of employment, or, transfer to a new position. An evaluation form will be provided to the supervisor prior to the completion of this period. In the event of unacceptable performance at any time during this period a new employee may be terminated. In the case of internal transfers, the supervisor may initiate corrective action, up to and including discharge. The new employee introductory period may be extended for an additional month when necessary.

CONFIDENTIALITY

Any and all information obtained officially or unofficially concerning a student or an employee shall be treated as confidential. Acts of disclosure of confidential information about a student or employee to any unauthorized person shall be regarded as grounds for corrective action up to and including immediate discharge.

The University at all times adheres to the Family Educational Rights and Privacy Act of 1974, as amended, with respect to the disclosure of student education records to the student, the student's parents, other University officials, and any other individual, agency, or organization, including officials of other schools or school systems, representatives of the United States Government, state and local government officials, and all other public and private organizations.

Every employee must obtain the authorization of his/her immediate supervisor before releasing any information with respect to any student to any individual, agency, or organization, so that compliance with the law may be assured.

The University is also a Covered Entity as defined by the Health Insurance Portability and Accountability Act (HIPAA). Certain areas of the University may require HIPAA Privacy Training for employees who work with Protected Health Information. Employees in those areas will be advised and trained. Disclosure of any Protected Health Information outside the parameters of allowable uses may be grounds for corrective action up to and including immediate discharge.

Employees **should not** use e-mail to send information or ask questions related to Protected Health Information due to privacy issues addressed in HIPAA. For example, questions regarding health claims that include reference to medical information about the employee or a covered dependant should not be included in e-mail form. These questions should be directed to Blue Cross customer service, or in person to the Benefits Office of the Human Resources Department.

PROFESSIONAL DEVELOPMENT

Employees are encouraged to continue professional development and career advancement by attending, within available resources and with approval of their supervisor, conferences, workshops, and seminars in related fields. Continuing professional development may include formal education (tuition remission benefits are available for University offerings), on-the-job training, seminars, workshops, and conferences depending on departmental resources/budgets.

ACCESS TO PERSONNEL FILES

Employees of The University of Scranton are granted reasonable access to their personnel files in accordance with applicable laws.

Employees who request access to their personnel files must do so in advance. The written request must be completed at Human Resources. The request specifies the purpose for which the review is requested and the parts of the file the employee wishes to review.

Some types of documents or copies thereof will not be available for review:

1. Letters or memoranda of reference.
2. Information related to the investigation of a criminal offense.
3. Information being developed for use in civil, criminal or grievance procedures.

The review will be made during regular business hours and a representative of Human Resources is present with the employee during review of the file. Removal of the file or any of its contents is not permitted. Notes may be taken about file contents, but copies will not be permitted. Written submissions or statements contrary to the contents of any portion of the file will be accepted and made part of the file.

The University retains the right to take such measures as may be necessary to protect its personnel files from loss, damage, or alteration to ensure the integrity of the files. The access to personnel files provided herein is limited to employees currently employed, laid off with re-employment rights, or on leave of absence. The term "employee" shall not include applicants for employment, designated agents, or any other person, including former employees of the University.

APPEARANCE

Employees are expected to dress appropriately for their positions. The exercise of good judgment in attire and presentation of self is encouraged in accordance with the business and academic environment of the University. Supervisors may express particular preferences in their areas. The University may declare certain days or periods as casual dress days. The guidelines governing casual dress days follow.

CASUAL DRESS GUIDELINES

The University of Scranton allows departments to determine individually if they will participate in University Summer Business Casual Dress. University Summer Business Casual Dress during the summer months (after graduation until the last Friday before classes start in the fall) and may be designated during other periods of the year.

A department's determination to participate is based on the department's interaction with students, prospective students and their families, and others. The University is always marketing itself, and departments need to be extremely cognizant of their professional and public image when determining whether to participate in University Summer Business Casual Dress.

Departments may want to contact the Admissions, Institutional Advancement, and/or Public Relations departments to help them fully consider all aspects of participating in University Summer Business Casual Dress. The final decision to participate is the responsibility of the department head with the concurrence of the division vice-president.

If a department participates in University Summer Business Casual Dress, departmental guidelines need to be established. Casual dress generally means dressing comfortably. Departments may develop their own definition of what is appropriate casual dress within the following broad guidelines:

- Clothes must be appropriate for the employee's position and level of customer contact. Employees are always representing the University regardless of how they are dressed on a particular day. If an employee has an important meeting with customers, the employee may not be able to dress casually on that day. Employees should always use professional judgment as to what is best.
- Casual business wear is sharp -- if employees look like they are ready for the gym or beach, they are not ready for work. Shorts, sweat suits, tube tops, torn jeans, torn T-shirts, and similar styles of dress are not appropriate for work.
- Casual dress is neat and clean.
- If an employee is doubtful about whether something is appropriate for casual dress, the employee should choose something else to wear.
- Managers have the final say regarding whether a particular style of clothing is appropriate.
- Individual participation in University Summer Business Casual Dress is voluntary.

CORRECTIVE ACTION

The intent of the corrective action process is to ensure the employee is aware of a problem and potential solutions, before it becomes too serious and adversely affects the individual's status. While corrective action may start at any step, depending upon the severity of the first offense, the normal sequence is as follows:

1. **Counseling Session** - After recognizing shortcomings with an employee's work performance and/or work habits, the supervisor should discuss this situation with the employee and, together, they should explore ways to correct these problems. A statement, indicating the date and subject of discussion should be retained by the supervisor for future reference, if necessary.
2. **Corrective Notice** - If there is little or no improvement, a subsequent discussion should be held in which the problem is formally outlined in the form of a corrective notice. The supervisor should contact Human Resources to ensure the documentation is complete. This notice should specifically refer to, list the date(s) of, and summarize the previous counseling session(s), and identify the problem and specify what course of action will follow if the deficiency is not corrected. The specified course of action must include reference to further disciplinary action, up to and including final notice and/or termination of employment. The employee should be asked to sign the document and should be given a copy. A third party should be present to act as witness if the employee refuses to sign the document. The original should be forwarded to Human Resources.
3. **Final Notice** - If the problem persists, the employee will be given a final written notice. The information contained in Step 2 should be included in this final notice (summarize previous warnings, restate the problem, suggest solutions, offer assistance). The employee must also be notified that failure to reach acceptable performance/behavior will result in termination from the University. Human Resources should be consulted before action is taken.
4. **Discharge** - If the employee has not reached and maintained an acceptable level of performance/behavior, termination will occur. Cases of willful misconduct may result in immediate dismissal. Willful misconduct includes but is not limited to: dishonest acts, falsification of University records, physical assault, and misrepresentation of illness or injury to obtain benefits.

The supervisor should schedule a meeting with Human Resources to review all facts and previous documentation. An exit interview for the terminated employee should be scheduled at this time.

Typically, all disciplinary notices are disregarded following a one-year period from the date of the last occur-

rence except where a subsequent infraction is of the same or similar nature as the one that prompted the corrective action. It is as important to inform an employee that performance/behavior has improved to an acceptable level as it is to inform an employee of deficiencies. When this occurs, it will be the responsibility of the supervisor to inform the employee and document the improvement in the employee's personnel file.

STAFF COMPLAINT RESOLUTION PROCEDURE

The University of Scranton staff employees have a right to a regular process of expression of employee concerns, disagreements, or complaints (hereafter referred to as complaints). Many employee complaints can be resolved informally in the course of day-to-day communications between the employee and his or her immediate supervisor or the other person(s) involved, and in a spirit of good will and cooperation. If complaints are addressed early, they are less likely to escalate into major problems. The University encourages the informal resolution of complaints whenever possible. No staff employee will be retaliated against as a result of using the Staff Complaint Resolution Procedure.

Employees are expected to make reasonable attempts to resolve concerns informally. Employees can talk with a Human Resources representative to help them determine how to best resolve a complaint informally.

Staff employees who have completed their initial six-month introductory period are eligible to use the Staff Complaint Resolution Procedure. Administrators are not eligible to use this procedure by virtue of their level and position in the organization. Members of collective bargaining units are also not eligible to use this Staff Complaint Resolution Procedure.

A summary version of the complaint procedure follows. More detailed information is available in Human Resources or on the Human Resources web site at www.scranton.edu.

Steps of the Staff Complaint Resolution Procedure When the Department Manager/Dean Is Involved or Can Reasonably Be Expected To Resolve the Complaint (Divisional Process)

FIRST STEP: DEPARTMENT MANAGER/DEAN

Within 10 of the employee's scheduled working days of the time that the employee knew, or should have known, of an action or issue leading to a complaint, the employee must advise his/her Department Manager/Dean in writing that he/she is initiating a staff complaint resolution request. The department manager or Dean will respond, in writing, within 5 of the Department Manager/Dean's scheduled work days.

SECOND STEP: DIVISION VICE PRESIDENT

If the employee has a basis for appealing the decision made in the first step as described in the *Basis for Appeal of a Decision* section of the full procedure, the employee may appeal the decision in writing to the division vice president within 5 of the employee's scheduled working days of receipt of the first step response. If the employee was discharged and is appealing the discharge, the appeal must be made within 5 University business days. The Division Vice President shall respond, in writing, within 10 of the Vice President's scheduled working days.

FINAL STEP: REVIEW BOARD

If the employee has a basis for appealing the decision made in the second step, or if the employee is appealing his/her discharge from employment, the employee may appeal the complaint in writing to the final step. The appeal must state the specific complaint, the facts in support of the employee's position, the specific reason(s) why the second step decision is being appealed, and the specific remedy requested. Copies of all previous correspondence must be included. This appeal must be submitted in writing to the Director of Human Resources (Director) within 5 of the employee's scheduled working days of receipt of the second step. If appropriate, the Director of Human Resources will forward the appeal to the Review Board with 5 business days. The Review Board will then respond, in writing, within 10 University business days.

Steps of the Staff Complaint Resolution Procedure When the Complaint Involves Employees Outside of the Employee's Division or the Application of an Overall Human Resources or University Policy (Human Resources Process):

FIRST STEP: THE OFFICE OF HUMAN RESOURCES

Within 10 of the employee's scheduled working days of the time that the employee knew, or should have known, of an action or issue leading to a complaint, the employee must contact the Office of Human Resources to initiate a staff complaint resolution request. The employee must notify the Director of Human Resources (Director) in writing, and must advise the Director of the specific issue, the facts in support of the employee's position, and the remedy requested. The Director shall respond to the complaint, in writing, within 5 of the Director's scheduled working days.

FINAL STEP: REVIEW BOARD

If the employee has a basis for appealing the decision made in the first step as described in the Basis for Appeal of a Decision section of the full procedure, the employee may appeal the complaint in writing to the final step. The appeal must state the specific complaint, the facts in support of the employee's position, the specific reason(s) why the first step decision is being appealed, and the specific remedy request-

ed. Copies of all previous correspondence must be included. This appeal must be submitted in writing to the Director of Human Resources within 5 of the employee's scheduled working days of receipt of the first step response.

The Director will then convene a panel of two Administrators (excluding Vice Presidents, General Counsel, the Director of Equity and Diversity, and the Director of Human Resources) and a member of the Human Resources department to hear the appeal. The Review Board's decision is final. The Review Board will respond to the complaint, in writing, within 10 University business days.

GENERAL SALARY ADMINISTRATION STATEMENT

The University of Scranton is committed to a staff compensation philosophy which:

- Is consistent with its Catholic and Jesuit identity;
- Supports the University's Mission by rewarding employees who are committed to the mission;
- And supports the University's Strategic Plan.

Consistent with these commitments, the University's staff compensation philosophy is to provide a fair, competitive, and financially affordable total compensation package to all employees who contribute to the achievement of the University's mission and goals.

In order to support this compensation philosophy, the University's total compensation program must:

1. Allow the University to recruit, retain, develop, and motivate a diverse and competent workforce;
2. Promote fairness and consistency in pay practices throughout the University;
3. Ensure that gender and other non-compensable factors do not influence the pay structure or individual pay rates;
4. Reward employees for contributions to the University's mission and goals;
5. Be externally competitive in the appropriate recruitment area/labor market for the same and/or comparable jobs;
6. Have salary ranges that provide flexibility for management and reasonable income growth for employees;
7. Provide flexible, equitable, and consistent pay practices that allow managers to compensate employees within their current salary range for assuming greater responsibilities, taking on additional duties, cross-training in relevant areas, and assuming responsibilities in the absence of another employee without seeking reclassification of the employee's current position; reward and recognize performance and/or special contributions when they occur; determine starting pay; determine promotional increases;
8. Provide a benefits program that:

- meets the major health and welfare needs of the employee;
 - is reasonably affordable for the employee;
 - is available to all regular staff employees, allowing for differences in full-time/part-time status, length of service, and other relevant factors;
9. Be responsive to market conditions;
 10. Be easy to administer;
 11. Be clearly communicated to and understood by all managers and employees;
 12. Be financially affordable for the University without placing the University in a non-competitive position with its peer institutions in regard to tuition, fees, and other charges;
 13. Be reviewed on an annual basis by Human Resources, with appropriate recommendations made to the President and the Administrators' Conference on salary ranges and pay practices based on the market position at which the University wishes to recruit and pay;
 14. Comply with all applicable laws and regulations.

The University's full salary administration program is available on the Office of Human Resources' Web site at: http://matrix.scranton.edu/humanresources_compensation.shtml.

DEDUCTIONS FROM EXEMPT EMPLOYEES' PAY

The Department of Labor has new regulations with regard to exempt employees effective August 23, 2004. This policy has been adopted pursuant to and to ensure compliance with the new regulations.

If your job is classified as exempt, your pay does not depend on the number of hours you work per day and/or per week. Rather, exempt employees receive a fixed salary each work week without regard to the number of hours they work or the quality of their work, subject only to those deductions specifically authorized by the Fair Labor Standards Act (FLSA) as consistent with their exempt status.

Under the FLSA, exempt employees are not entitled to payment for any workweek in which they perform no work for The University of Scranton. In addition, the salary of an exempt employee may be prorated in their first and last weeks of employment.

If you are an exempt employee paid on a salary basis, your pay is subject only to certain deductions as permitted by the FLSA. No deductions will be taken from an exempt employee's pay inconsistent with the exempt employee's salaried status. Moreover, no policy or statement in our Human Resource Handbook for Staff and Administrators (Employee Handbook) or any other University policy or procedure shall be construed as permitting or authorizing an exempt employee's pay to be subject to deductions inconsistent with

the exempt employee's salaried status. For example:

(1) As a general rule, no deductions will be taken from an exempt employee's pay for absence of less than a full day. Rather, subject only to the one exception set forth below, deductions from your pay for absence due to illness or disability or for personal reasons will be in full day increments only (to the extent you are not eligible for or have exhausted your eligibility for payments under our paid time off policies/disability plan(s) in accordance with their respective terms, conditions and restrictions). The one exception is that an exempt employee's pay may be subject to deductions for absences of less than a full day to the extent such absences are covered by the Family and Medical Leave Act (FMLA).

(2) Exempt employees may be suspended without pay in full day increments for infractions of workplace conduct rules in accordance with policies distributed to all employees, including, but not limited to, the policies included in our Employee Handbook (for example, our policies prohibiting harassment and violence). Suspensions of exempt employees under these circumstances will be implemented in good faith in full day increments only.

(3) For any workweek in which an exempt employee is on witness duty, jury duty or temporary military leave and performs any work for the University, the exempt employee will receive his or her full salary (minus only military, jury, or witness fees).

(4) No deductions will be taken from an exempt employee's pay if he or she is ready, willing, and able to work and the University shuts down for less than a full workweek due to inclement weather or for any other reason.

If you believe your salary has been subject to an impermissible deduction inconsistent with the FLSA's salaried basis requirement, or if you have any other concerns about your pay, please contact the Human Resources Director at 941-7767 or the Equity and Diversity Office at 941-6645 or the Payroll Department at 941-4066.

The University will conduct an immediate investigation of your concerns, disclosing them only to those who have a need to know in order to investigate and/or take corrective action. If an improper deduction has been taken from your pay, you will be reimbursed for the improper deductions in the next possible paycheck. We also will ensure that, in the future, no similar deductions are taken from your pay or the pay of other exempt employees. Regardless of whether an improper deduction was taken from your pay, we also will ensure that there is no retaliation against you for bringing your concerns to our attention.

RECORDING OF TIME WORKED POLICY

The purpose of this policy is to provide time reporting requirements for all University of Scranton employees.

A work hour is any hour of the day that is worked

and authorized to be worked and should be recorded to the nearest quarter of an hour.

Authorized hours are work hours that a manager assigns to complete a task.

The full-time workday is defined as seven or eight hours (depending on the position and except for ten hours in Public Safety) of authorized work. Normal business hours are from 8:30 a.m. to 4:30 p.m. Many variations of these hours exist including second and third shifts. All schedules are defined at time of hire, but are subject to change based on the University's needs. Variations are determined by supervisors with administrative approval. The work hours that are exceptions should be recorded in Human Resources.

The workweek covers seven consecutive days beginning on Saturday at 12:00 am and running through the following Friday at 11:59 pm. Shifts that straddle the midnight time period are credited to the pay period in which they start. Alternative workweeks may be established for departmental needs with appropriate administrative approval. The usual workweek period is 35 hours or 40 hours depending on the position.

Overtime is defined as authorized hours worked by an hourly or non-exempt employee in excess of 40 hours in a workweek and should be recorded to the nearest quarter of an hour. Overtime must be approved in advance by the manager to whom the employee reports; if not, an employee is not authorized to work the overtime.

Exempt employees do not qualify for overtime pay.

Time Worked includes all time that an employee is required to be at work for The University. Time worked is used to determine overtime pay required for non-exempt employees. The following provisions are included as time worked:

1. **Work Away from Premises or at Home:** A non-exempt employee shall not be permitted to perform work away from the premises, job site or at home, unless approved in advance in writing by the department director. If approved, work performed off the premises, job site or at home by a non-exempt employee will be counted as time worked.
2. **Break Time:** Rest periods of 15 minutes or less are counted as time worked and cannot be used to shorten the workday. Breaks cannot be accumulated and used at a later date.

Time Not Worked: Per the Fair Labor Standards Act (FLSA), The University of Scranton does not count the following provisions as time worked:

1. **Paid Leave:** Approved paid absences, including but not limited to sick leave, vacation, personal time, holiday leave, military leave, jury and witness duty, funeral/bereavement leave are not counted as time worked.
2. **Lunch or Dinner Periods:** Uninterrupted time off for lunch or dinner of at least 30 minutes is not

counted as time worked.

Non-exempt employees will submit their time card weekly as directed by their manager, either online or in hard copy. Time records must show all hours worked with appropriate codes (hours worked, vacation time, sick time and so forth) that were incurred for the week. Time records should not be completed in advance.

Exempt employees will enter their vacation, sick and personal time taken on the exempt time entry system in Banner.

Each employee is responsible for:

1. Maintaining an accurate daily record on his/her time record of hours worked and the correct leave codes (sick, vacation or personal). All absences from work schedules should be appropriately recorded and coded (leave codes). Entries should be made daily.
2. Obtaining approval for any overtime or pay adjustments to be made in the workweek.
3. Signing and submitting the completed time record in the format required (electronic or paper) to the manager in the time period required for approval.

Each manager is responsible for:

1. Ensuring that employees reporting to him/her have the correct leave codes on their time record for the time period;
2. Ensuring that all employees maintain accurate time records.
3. Providing approval for overtime pay.
4. Approval of time records and submission to Payroll.

OVERTIME

The standard workweek at The University of Scranton is 35 hours. In some departments the standard workweek is 40 hours. Standard workweek hours are determined at the time of hire. For non-exempt employees, hours worked in excess of 40 in a standard workweek will be paid at the rate of time-and-a-half.

Exempt employees are paid a salary for performance of their jobs and are not eligible for overtime pay for time worked in excess of their standard workweek.

DIRECT DEPOSIT

Direct deposit of net pay is available for many banks and credit unions. Direct deposit is convenient and encouraged. Direct deposit forms can be obtained by contacting the Payroll Department or Human Resources. Newly hired employees are encouraged to have direct deposit.

BENEFIT PARTICIPATION

The benefit programs in which an employee participates are determined by type of employment, as follows:

Full-Time Regular: All benefit programs for which an employee is eligible or becomes eligible on the basis of age and/or service (includes 9, 10, and 11-month schedules).

Full-Time Temporary: Fringe benefits required by law, i.e., Worker's Compensation, Unemployment Compensation, Social Security, and ERISA-mandated benefits, plus sick leave, and holidays. In addition, employee education benefits and participation in a medical program are available if employment is expected to go beyond three months.

Part-Time Regular: Fringe benefits required by law, i.e., Worker's Compensation,

Under Half-time: Unemployment Compensation, Social Security, and ERISA-mandated benefits.

Part-Time Regular: Paid time off, employee tuition remission, paid holidays, and

Half-Time or Greater: All fringe benefits required by law, i.e., Workers' Compensation, Unemployment Compensation, Social Security, ERISA-mandated benefits, paid time off, and employee tuition remission..

Part-Time Temporary: Fringe benefits required by law, i.e., Worker's Compensation, Unemployment Compensation, Social Security, and ERISA-mandated benefits.

The prescribed number of hours that constitutes the work week, normally 35 or 40, must be maintained for an employee to continue eligibility for benefits, except during an approved leave of absence or where the employee is working an approved reduced schedule.

When full-time temporary employment is extended beyond the original period, an employee will become eligible for those benefits which would have applied from the original date of employment. In other words, service time is accrued for benefits eligibility as of the original date of employment.

Full-time regular staff under a nine, ten, or eleven-month work schedule are entitled to the same benefits as full-time employees except the vacation and sick leave schedules are modified.

RETIREMENT DEFINITION

A staff or faculty member of The University of Scranton is considered a "retiree" if they separate from the University meeting at least one of the following criteria:

- Age 65 as defined in the University retirement plans (no minimum service requirement), or,
- Ages 55 through 61 with 20 years of service (full or part time, with 2 full years of part time service, exclusive of adjunct teaching service, counting as 1 year for purposes of this policy), or,
- Ages 62 through 64 with 10 years of continuous service (full or part time, with 2 full years of part time service, exclusive of adjunct teaching service, counting as 1 year for purposes of this policy), or,
- Separation from employment under any University

of Scranton faculty early separation plan as defined by the faculty contract.

A staff or faculty member who retires is eligible for the retirement benefits available to their employee class (faculty, professional or non-exempt staff) and status (full or part time, etc.) at the time of their retirement, with the exception of dependant tuition remission benefits which are only available at normal retirement (age 65), or through an approved early separation plan. Retirement benefits are subject to change without notice. A complete listing of retirement benefits is available on the "Benefits Summary Quick Reference" chart.

MEDICAL INSURANCE

The University of Scranton pays the full premium for individual coverage or 66 2/3% of the premium for multiple person coverage in the Blue Cross/Blue Shield/Major Medical (Traditional) Plan and Access Care II (Preferred Provider Organization or PPO). The Traditional plan includes Blue Cross 365-Day Cooperative, Blue Shield Plan 100, and Major Medical. Access Care II is available as a less expensive medical program option. First Priority Health Plus Plan (First Priority), a Point of Service or POS plan, is also available as an option with a more favorable cost sharing arrangement. First Priority individual coverage is paid 100% by the University and 80% for multiple person coverage. All plans include a freestanding 3-tier prescription drug component.

Coverage begins on the first day of the first full month of employment. If the first or second days of the month fall on a weekend then the first workday of the month will be considered the first of the month for the purposes of this policy.

Coverage changes (e.g., individual to family or family to individual) must be submitted to Human Resources by the tenth day of the month to be effective the first day of the following month.

Employees may also opt-out of health insurance coverage. (See Opt-out Policy.)

Plan changes (e.g., Blue Cross Traditional to Access Care II) are made during the open enrollment period. These changes take effect January 1 of each year or on the first of the month following a "life event." Contact the Human Resources Department for an explanation of what constitutes a life event. Participation in the Opt- Out program takes effect on the first of the month following election.

DENTAL INSURANCE

For full-time employees who participate in either the Traditional or Access Care II health insurance coverage, the University of Scranton pays 66 2/3% of the premium for either individual or family dental coverage. For participants in First Priority, the University pays 100% of the cost of individual coverage and 80% of the cost for family coverage.

The United Concordia dental program is limited to a maximum of \$2,000 per person for all services rendered in any calendar year, except for orthodontics which specifies an \$800 lifetime maximum. The basic program covers diagnostic services; preventive services; minor restorations; general services; oral surgery; and single, unconnected crowns, inlay and on lay restorations at 100%, when provided by a participating dentist. Some other services are provided at 50% or 80% of the usual, customary, or reasonable rate. Coverage begins with the first day of the first full month of employment.

VISION INSURANCE

For full-time employees who participate in either the Traditional or Access Care II health insurance coverage, The University of Scranton pays 66 2/3% of the premium for either individual or multiple person vision coverage. For participants in First Priority, the University pays 100% of the cost of individual coverage and 80% of the cost for family coverage.

The OptiChoice Vision plan is a preferred provider plan that provides maximum benefits and savings when network providers are used.

Benefits under the plan include eye examination and refraction, contact lens prescription, and fitting. Eyeglass lenses and contact lenses are covered once every 24 months for adults 19 years of age and older, and every 12 months for children under 19 years of age.

OPT-OUT

The University sponsors an Opt-Out Plan that offers cash payments to those full-time employees who waive medical coverage and who provide proof that coverage is provided elsewhere.

SECTION 125

The University's Section 125 Plan gives the option to pay group health insurance premiums with pre-tax dollars instead of after-tax dollars. The effect of paying health insurance premiums with pre-tax dollars is that the employee's net pay is somewhat higher. The Section 125 Plan is only applicable to those employees who have a deduction from their paychecks for health insurance or parking.

RETIREE HEALTH, DENTAL & VISION COVERAGE

Retirees over age 65 and employees who retired younger than 65 who later attain age 65 may continue their group coverage for health (Blue Cross Senior), dental and vision as unbundled options. For retirees under age 65 (as defined by University policy), health, dental and vision coverage is available bundled together in the plan in which the

employee was enrolled at retirement. Plan options may be changed during the open enrollment period. In all cases, the retiree pays the full premium.

Retirees have the same options for spousal coverage. In the event one is eligible for Blue Care Senior, the Blue Cross Senior participant can select dental and vision separately. Retirees under age 65 and their spouse/dependant who is not Medicare eligible must be enrolled in the same options.

If, at anytime, a retiree or surviving spouse drops all coverage, they forfeit future rights to re-enroll in any coverage, even during open enrollment periods.

Retirees and/or surviving spouses are responsible for paying the full premium in a timely manner, normally within 30 days of the due date. Failure to do so will result in forfeiture of benefits and future rights to coverage.

There is no opt-out payment for retirees who choose not to continue coverage.

REIMBURSEMENT ACCOUNTS - MEDICAL AND DEPENDENT CARE

Medical and dependent care reimbursement accounts allow full-time employees the opportunity to set aside money on a pre-tax basis for certain expenses not covered under existing benefit programs. Medical and dependent care spending accounts are available with limits. Detailed information is available in Human Resources.

Spending account changes are made during the annual open enrollment period with an effective date of January 1, except in the case of life event changes, which must be submitted to Human Resources by the tenth day of the month to be effective the first day of the following month.

CONTINUATION OF HEALTH CARE COVERAGE (COBRA)

COBRA is a federal law requiring the University to offer employees and their families the opportunity for a temporary extension of health insurance coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end.

Generally, the law requires the opportunity to maintain continuation coverage for 36 months unless group health coverage is lost because of a termination of employment or reduction in hours. In these cases, the required continuation coverage period is 18 months, but may be extended to:

1. 29 months, if the employee is determined by Social Security Administration to have been disabled at the time of such termination of employment or reduction in hours; or
2. 36 months, for spouses or dependents, upon death

of the employee, or divorce or legal separation from the employee, or when a dependent ceases to be a dependent child under the group health plan.

Human Resources can advise on eligibility when an employee or family member loses coverage under any of the University's health plans in addition to providing a more detailed explanation of the law.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) contains provisions that are designed to promote the availability and portability of employer-provided group health coverage. Contact Human Resources for more information.

PENSION

EXEMPT PENSION PLAN:

Two pension plans are available for non-Jesuit professional staff and administrators. They are the Teachers Insurance Annuity Association/College Retirement Equities Fund (TIAA/CREF) and Diversified Investment Advisors (DIA). A third plan, Maryland Province Retirement Fund, is available for Jesuits only. Contributions total 14% of salary, and are shared by the University and employee according to a salary-based schedule.

These plans provide for 100% immediate vesting. Participation is mandatory and begins the first day of the plan year (June 1) following attainment of age 20½, six months of service, and for part time employees, 1,000 hours worked. New non-Jesuit employees will receive a presentation on TIAA/CREF and the DIA Plan to assist in making a decision about initial participation.

NON-EXEMPT PENSION PLAN:

Two pension plans are available to non-exempt staff. They are Teachers Insurance Annuity Association/College Retirement Equities Fund (TIAA/CREF) and Diversified Investment Advisors (DIA). Eligible staff will receive a presentation on TIAA/CREF and DIA to assist in making a decision about participation.

The pension plan is available to non-exempt employees of The University of Scranton who meet the following criteria:

1. Must work a minimum of 1,000 hours per year.
2. Must have completed six months of service before the first day of the plan year (June 1).
3. Must have attained the age of 20½ before the first day of the plan year.

Contributions of 10% of earnings are made into the plan on an employee's behalf by the University. The participant is 100% immediately vested upon participation.

More complete details of the pension plans are available from Human Resources.

LIFE INSURANCE

The University provides each full-time professional, paraprofessional staff, and administrator with \$60,000 of life insurance and non-exempt staff with \$30,000 of life insurance. Employees age 70 and above receive an automatic reduction to \$10,000 of coverage. The plan also covers accidental death and dismemberment. Coverage begins on the first day of the first full month of employment. Supplemental life insurance is also available for full-time employees and family members through payroll deductions. The group rates of this term life insurance are age based and the level of coverage is capped per the Summary Plan Description.

TAX SHELTERED ANNUITY

Voluntary tax sheltered annuity programs are available with several major carriers. Salary reduction agreement forms and enrollment materials for Diversified Investment Advisors (DIA) and Teachers Insurance Annuity Association/College Retirement Equities Fund (TIAA/CREF) may be obtained in Human Resources.

ADOPTION ASSISTANCE POLICY

The University will reimburse an eligible employee 80% of specific, documented, and itemized adoption expenses up to a maximum of \$2,000 in total reimbursement. Such expenses include licensed agency fees, legal expenses, state-required home study fees, travel expenses, fees for authentication of documents, translation and immigration fees, uninsured medical expenses of the birth mother, and charges for temporary foster care before placement.

Reimbursement will occur after the adoption is finalized. Itemized expenses must be presented for reimbursement. The maximum reimbursement to a University employee during his/her total employment with the University is \$4,000.

In cases where the adopting parents are both University employees, the reimbursement is paid only once to the family unit. The Adoption Assistance Reimbursement Request Form, available in Human Resources, must be completed.

Employees may use up to five accrued sick days for any time off associated with the adoption that qualifies under the Family Medical Leave Act (FMLA). If the employee does not have any accrued sick time the employee may use available vacation time, personal time, or unpaid time for any time off associated with the adoption. Family Medical Leave (FMLA) unpaid time off may also be available (see "Family Medical Leave").

EMPLOYER-ASSISTED HOUSING

The University offers a forgivable home purchase loan program to members of the University faculty, staff and administration purchasing a one or two family home or condominium, as a primary residence, in targeted areas of the Hill Section. Eligible employees can receive a forgivable loan of up to \$5,000 that can be used to defray down payment, closing costs (home inspections, appraisals, etc.) or points on the purchase of a home in the eligible area of the Hill Section. Five loans are available each year on a first-come, first-served basis.

For more information, or for applications for forgivable loans, contact the office of the Associate Vice President of Administrative Services, Claver Hall at extension 7451.

EMPLOYEE USE OF FACILITIES

FREE USE OF FACILITIES BY EMPLOYEES

University employees are eligible to use one of three campus rooms free of charge for social events that are for employees and/or their immediate families (spouses, children and parents): Jefferson Auditorium (Leahy Hall), 1540 Room (The Estate), 1942 Room (The Estate). Employees seeking to reserve additional rooms for their social can do so at 50% off of established rates. Use of the 1888 Club in The Estate requires a valid club membership. Although room rental fees are waived, employees are responsible for any direct expenses incurred by the University for an event (overtime and/or catering).

DISCOUNTED USE OF FACILITIES BY EMPLOYEES

University employees can reserve other campus facilities for social events that are for employees and/or their immediate families (spouses, children and parents) on a space available basis at 50% off of established rates. In addition, employees are responsible for any direct expenses incurred by the University for an event (overtime and/or catering).

OTHER USE OF FACILITIES BY EMPLOYEES

Employees can use University facilities (excluding Brennan Hall) for private socials or other functions outside of their immediate family at the established rate without discount.

BENEFITS SUMMARY QUICK REFERENCE

These brief benefit descriptions are not intended to convey complete benefit policies. Summary Plan Descriptions (SPD's) and other resources available should be utilized to gain a full understanding of the provisions of each benefit.

BENEFIT	EMPLOYMENT STATUS				
	Full Time	P-T Under ½	P-T Over ½	Full Time Temp	Retired
Adoption Assistance	Y	N	N	N ¹	N
Credit Union	Y	Y	Y	Y	Y
Dental Insurance	Y	N	N	N ¹	N ²
Dependent Tuition Remission	Y	N	N	N ¹	Y ³
Employee Tuition Remission	Y	N	Y	N1	Y
Leave of Absence:					
Family Medical Leave	Y	Y ⁴	Y ⁴	Y	N/A
Medical	Y	N	N	N	N/A
Military	Y	Y	Y	Y	N/A
Personal	Y	N	N	N	N/A
Life Insurance	Y	N	N	N ¹	N
Long-Term Disability	Y	N	N	N ¹	N
Medical Insurance	Y	N	N	N ¹	N ²
Paid Time Off:					
Bereavement Days	Y	Y	Y	Y	N/A
Family Illness Time	Y	N	N	N ¹	N/A
Holidays	Y	Y	Y	Y	N/A
Jury Duty	Y	Y	Y	Y	N/A
Mission/Community Service	Y	N	Y	N ¹	N/A
Personal Time	Y	N	N	N ¹	N/A
Sick Time	Y	N	N	N ¹	N/A
Vacation	Y	N	Y (PTO)	N ¹	N/A
Pension Plan Contributions	Y	Y ⁵	Y ⁵	Y ⁵	N
Relocation Expenses	Y	N	N	N	N
Reimbursement Accounts	Y	N	N	N ¹	N
Short-Term Disability	Y	N	N	N ¹	N
Social Security Contributions	Y	Y	Y	Y	N
Supplemental Life Insurance	Y	N	N	Y	N
Unemployment Compensation	Y	Y	Y	Y	N
Use of Facilities: Social Events	Y	Y	Y	Y	Y
Library	Y	Y	Y	Y	Y
Recreation Center	Y	Y(w/fec)	Y(w/fec)	Y	Y
Vision Insurance	Y	N	N	N ¹	N ²
Worker's Compensation	Y	Y	Y	Y	N

Benefits Summary Quick Reference Footnotes:

- (1) Eligible for benefits if employment is expected to go beyond three months.
- (2) Continuation may be available at employee's expense.
- (3) For retirement at age 65 or older and if eligibility requirements are met.
- (4) If employed for the previous 12 months and having worked 1,250 hours.
- (5) Eligible if employed for over 1,000 hours per plan year.

Part-time is defined as employees scheduled for fewer than 35 hours per week.

Benefit-eligible part-time is defined to include employees scheduled to work 17.5 hours or more of a normal full-time 35-hour schedule or 20 hours or more of a normal full-time 40-hour schedule. This also applies to nine, ten, or eleven-month arrangements.

LOANS

Short-term loans of up to \$500 are available to staff members. Repayment must be scheduled over a maximum of 10 pays. Loans are limited in frequency to one each calendar year. A reason for the loan request need not be provided.

Long-term loans of up to \$3,000 are available to staff members. Repayments, including interest, must be scheduled over a maximum of 130 pays (5 years). Loans are limited to home buying, advanced degrees for employees, or catastrophic events or illnesses.

Specific terms of the above loans are described in the loan documents. Information on the loans may be obtained from the Treasurer's Office.

CREDIT UNION

All employees are eligible for membership in the Penn East Federal Credit Union. The Credit Union is located at 441 North 7th Ave., Scranton, PA 18503. It is necessary to contact that office for enrollment and other transactions, but changes in the amounts of deduction can be arranged directly with the University Payroll Department.

TIME AWAY FROM WORK BENEFITS

ABSENTEEISM AND TARDINESS

Absenteeism and tardiness are both costly problems. They can impose added supervisory workloads, disrupt work schedules, and lead to low employee morale.

With this in mind, The University of Scranton expects all staff to be at work on time every day they are scheduled to work. The University recognizes a limited amount of absence due to sickness or emergency situations is the beyond the employee's control. The following procedures will help to minimize the impact of an absence:

1. When the need to be absent from work is known, the employee must notify the appropriate supervisor as far in advance as possible.
2. Notice of unexpected absence must be made by telephone to the appropriate supervisor by the employee at the beginning of the scheduled work hours, or earlier.
3. If late arrival is expected, a supervisor should be notified of the delay before starting time, if possible.

An employee who is absent without notice and/or without just cause for two consecutive days will be considered to have resigned from employment.

The determination of whether just cause exists for an employee's absence or tardiness shall be made solely by the University.

SICK TIME

Sick leave time is only for incidents of brief illness and medical related appointments. Generally, full-time staff and administrators are eligible for eight sick leave days (56 or 64 hours, depending on work schedule) each year. Staff may carry over unused time and accumulate up to a maximum of 130 days (910 or 1,040 hours, depending on work schedule). There is no payment for unused sick time upon separation of employment.

During the first year of employment, sick leave time is prorated at one day (7 or 8 hours) for each completed month of employment, up to eight days (56 or 64 hours). Different rules may apply for shifts in excess of 8 hours. See your supervisor for details.

The smallest increment of sick time that can be taken is 15 minutes.

Overruns on sick leave time will be deducted from vacation time, or treated as time without pay if no vacation time remains.

FAMILY ILLNESS TIME

Full-time employees may be eligible to use available sick time as family illness time. Family illness time may be taken in as little as 15 minute increments and may be used to care for a sick dependent, or to accompany the dependent to medical appointments. Dependent for the purposes of this policy, is defined by the Family and Medical Leave Act (FMLA).

Family illness time may also be used during a Family and Medical Leave Act (FMLA) qualifying event. See the "Family Medical Leave" policy for more information or contact the Human Resources Department for details of qualifying events and eligible dependents as defined by the FMLA.

The University of Scranton reserves the right to request appropriate documentation and may deny the use of family illness time if it is not provided in a timely manner.

PERSONAL DAYS

Full-time employees accrue one day per full month up to two days (14 or 16 hours) to be used for personal business. Such time should be scheduled with supervisory approval. Personal time cannot be carried over from one year to the next except that for non-exempt staff unused personal time is automatically converted to sick time. Different rules may apply for shifts in excess of 8 hours. See your supervisor for details.

The smallest increment of personal time that can be taken is 15 minutes.

Overruns on personal time will be deducted from vacation time. Personal time may not be used to extend employment upon termination, nor is a terminating employee reimbursed for unused time, except in the case of retirement (as defined by University policy) in which case the employee will be reimbursed for any personal time balance.

THE UNIVERSITY OF SCRANTON

VACATION ACCRUAL	PROFESSIONAL STAFF	NON-EXEMPT STAFF
Second calendar year	2 weeks accrual at 2 days per month for 5 months	2 weeks accrual at 2 days per month for 5 months
Third calendar year	3 weeks accrual at 3 days per month for 5 months	2 weeks accrual at 2 days per month for 5 months
Fourth calendar year	4 weeks accrual at 4 days per month for 5 months	2 weeks accrual at 2 days per month for 5 months
Fifth calendar year	4 weeks accrual at 4 days per month for 5 months	3 weeks accrual at 3 days per month for 5 months
Tenth calendar year and beyond	4 weeks accrual at 4 days per month for 5 months	4 weeks accrual at 4 days per month for 5 months

VACATION

GENERAL INFORMATION

All vacation scheduling is subject to supervisory approval and departmental procedures. Up to five days of unused vacation time is carried over from one year to the next without University approval. Carry over of vacation time beyond five days requires the approval of the supervisor and Human Resources. Vacation carry over is limited to the unused vacation time accrued during the most current year. Vacation carry over request forms are available from Human Resources.

Vacation time cannot be used to extend the date of termination. Payment due for accrued but unused vacation time will be paid with the final check. The last day of actual work is the employee's termination date.

The smallest increment of vacation time that can be taken is one-half day (3.5 hours or 4 hours).

The vacation year for the purposes of this policy is defined as January 1 through December 31.

VACATION ACCRUAL

Administrators accrue at a rate of 4 weeks vacation per year, prorated in the first year for full months of service (1.67 days per month rounded to the next full half day).

Professional staff and non-exempt staff accrue vacation during the first year of employment at the rate of one-half day (3.5 or 4 hours) per full month of employment, up to 5 days (35 or 40 hours). The accrual rate is based on the employee's normal work day of 7 or 8 hours (35 or 40 hours per week). If an employee uses non-accrued vacation in their last year of employment they are required to pay back that time, except for normal retirement when the full allotment is available. Different rules may apply for shifts in excess of 8 hours. See your supervisor for details.

In subsequent years, vacation eligibility and accrual is according to the chart at the top of the page.

VACATION AND SICK ACCRUALS FOR FULL-TIME STAFF WORKING LESS THAN 12 FULL MONTHS

1. Vacation Accruals

Full-time non-exempt, paraprofessional, or professional employees as of 1 January with 5 or more months of service and scheduled to work fewer than 12 months in a calendar year will accrue vacation time based on the following schedule:

- Scheduled for 9 months = 7.5 vacation days
- Scheduled for 10 months = 8.5 vacation days
- Scheduled for 11 months = 9.0 vacation days

In the first year of employment vacation is accrued at 1/2 day per full month of employment up to 1/2 the annual vacation accrual.

2. Sick Accruals

Full-time non-exempt, paraprofessional, or professional employees who are scheduled to work fewer than 12 months in a calendar year will accrue sick time based on the following schedule:

- Scheduled for 9 months = 6.00 sick days
- Scheduled for 10 months = 6.75 sick days
- Scheduled for 11 months = 7.50 sick days

New full-time non-exempt, paraprofessional, or professional employees who are scheduled to work fewer than 12 months in a calendar year will accrue a prorated amount of sick time based on the above schedule and the number of full months worked in the calendar year.

3. Personal Days

Full-time non-exempt, paraprofessional, or professional employees who are scheduled to work fewer than 12 months in a calendar year will accrue two personal days per year.

4. Use of Vacation, Sick, and Personal Days

Full-time non-exempt, paraprofessional, or professional employees who are scheduled to work fewer than 12 months in a calendar year may use vacation, sick, and personal days based on the same policy applications as full-time employees who work 12 months in a calendar year. Employees must use accrued vacation, sick and personal days during the months when they are regularly scheduled to work, not during the month(s) the employee is scheduled to be off.

Weeks of Reduced Hours	Vacation Accrual-Days		
	10	15	20
4-5	9.5	14.5	19.0
6-7	9.5	14.0	19.0
8-9	9.0	14.0	18.5
10-11	9.0	13.5	18.0
12-13	9.0	13.0	17.5

VACATION AND SICK ACCRUALS FOR FULL-TIME STAFF WORKING REDUCED HOURS

To be eligible to participate in this program, employees must be full-time, scheduled to work 12 months during the calendar year. For up to 13 weeks, the employee may work half-time, i.e., at least 17.5 or 20.0 hours per week and receive the following vacation and sick accruals:

1. VACATION ACCRUALS

Full-time non-exempt, paraprofessional or professional employees who have completed one calendar year of employment as of 1 January and are scheduled to work 12 months in a calendar year but who may work half-time for up to 13 weeks during the calendar year will accrue vacation time based on the following schedule:

2. SICK ACCRUALS

Full-time employees who are scheduled to work 12 months in a calendar year but who may work half-time for up to 13 weeks during the calendar year will accrue eight sick days per calendar year.

3. PERSONAL DAYS

Full-time employees who are scheduled to work 12 months in a calendar year but who may work half-time for up to 13 weeks during the calendar year will accrue two personal days per calendar year.

4. USE OF VACATION, SICK, AND PERSONAL DAYS

Full-time employees who are scheduled to work 12 months in a calendar year but who may work half-time for up to 13 weeks during the calendar year may use vacation, sick, and personal days based on the same policy applications as other full-time employees.

VACATION AND SICK LEAVE REPORTING

Professional employees are required to report the use of vacation, sick, and personal leave each pay period through electronic time reporting.

Non-exempt employees are required to report the use of vacation, sick, and personal leave on their time cards. Cards for the forthcoming pay period will be enclosed with

each paycheck. Name, employee number, budget number, and remaining vacation, sick, and personal leave time are printed at the top of the card. The card contains a list of day codes by which daily activity must be identified; such as W for a regular work day, H for a holiday, T for a day involving traveling for and attending a conference, seminar, etc. Non-exempt personnel will indicate on the time card the actual hours worked.

Instructions and guidelines are given to new employees at the time of hire.

PART-TIME STAFF PAID TIME OFF

Part-time employees who are scheduled to work at least half-time 12 months during the calendar year are eligible for a maximum of two weeks of paid time off based on their normal schedule. During the first year of employment, the part-time employee does not receive any paid time off. On 1 January, if the part-time employee has fewer than five months of service, the employee receives one week of paid time off for the calendar year. If the employee has more than five months of service, the employee receives the equivalent of two weeks of paid time off for the calendar year.

Part-time employees who are scheduled to work nine, ten, or eleven months and work at least half-time during those months are eligible for one week paid time off. These employees do not receive any paid time off during their first year of employment.

A part-time PTO eligible employee who becomes full-time is credited for prior part-time service in determining full-time vacation eligibility in the first year. A full-time employee who transfers to part-time will be entitled to PTO based on their years of full time and part-time (PTO eligible) service combined. This time will be credited from their full-time vacation accrual in the first year with any balance being paid in a lump sum. The employee may transfer up to 1 additional week of vacation to PTO in lieu of payment. In no case is the employee entitled to more time than that credited for full-time service in the year of the transfer.

HOLIDAYS

At least 12 paid holidays are scheduled each year for full-time staff. Part-time staff are eligible for holiday pay should the holiday fall on a part-time employee's scheduled work day. The holiday schedule will be distributed prior to the beginning of each fiscal year. When holidays fall on weekends, the holidays will be observed on days designated by the University. Some departments must remain operational on holidays, and holiday scheduling will be adjusted to meet the University's needs as determined by the supervisor. At least one of the work days immediately adjoining a holiday must be a paid day for the holiday to be a paid day.

A non-exempt employee required to work on any holiday (except Easter Sunday*) will receive a day off within

30 days of the holiday. This day must be scheduled with supervisory approval.

If the non-exempt employee is required to work on certain holidays**, he/she will be compensated at the rate of time-and-one half. The time-and-one half rate will apply for non-exempt personnel regardless of the number of hours worked in the work week. For all other holidays, the employee will receive straight pay.

Unscheduled absences of those expected to work on holidays will normally require submission of a medical excuse within two days of the absence, if payment for the holiday is to be made. Payment will be for the holiday and not for sick leave.

If any observed holiday falls on a full-time employee's scheduled day off, then the employee must arrange to take another day, within 30 days, as the holiday.

*Since Easter Sunday is not included on the Staff Holiday Calendar, no additional paid day off is provided.

**New Years Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

DISABILITY PLANS: SHORT-TERM (STD) AND LONG-TERM (LTD) DISABILITY INSURANCE

The purpose of both the Short-Term Disability (STD) and Long-Term Disability (LTD) insurance plans is to provide continuing income stability in case of a disabling illness or accident.

Full-Time Staff & Administrators:

The STD plan provides income during the first 180 days of a disabling illness or accident. Paid STD benefits (at 100% of base salary) begin following a 10 work day elimination period.

Accumulated sick and/or vacation time may be used during the 10 work day elimination periods. As stated in the sick time policy, employees can accumulate up to 130 sick days.

STD begins the first day of absence due to a qualifying incident (normally the day following the last day of work). Employment will be terminated following 180 days of STD and with the beginning of LTD benefits.

GENERAL INFORMATION ON STD & LTD (ALL FULL-TIME STAFF & ADMINISTRATORS)

The University's STD medical manager, CIGNA, must be notified at the onset of STD cases. An absence of over three days will be considered an STD absence and a Family and Medical Leave Act (FMLA) absence if appropriate. An application for STD must be made by contacting CIGNA at

1-800-362-4462, or on-line at www.cigna.com. All appropriate forms and medical documentation must be completed and returned to CIGNA. Disability payments may be delayed until such documentation is received. The length of the disability period will be determined by the medical documentation. A medical release from the health care provider is required before returning from short-term disability. An STD claim filed within 90 days of return to work and for the same disability will result in the waiving of the elimination period.

If a disabled employee is reimbursed by a source other than the University (insurance carrier, legal suits, Worker's Compensation, or Social Security, but not from the employee's private disability insurance), the University STD payments will be reduced or reimbursement will be required, in an amount equal to the outside award up to the amount of the STD payment.

The University reserves the right to require and pay for an independent medical exam of the disabled employee.

"Salary" means the normal base salary to which the disabled employee was entitled before the illness or disability. STD payments are based on the employee's standard work-week. There is no holiday pay during an STD absence.

Health Insurance is continued for the first six months of disability with the employee responsible for his/her share of the premium. Following the six months of STD and with the approval of LTD benefits, health insurance will be extended for an additional 30 months as long as the employee continues to pay the appropriate cost sharing.

LTD begins on the 181st day of disability and provides 66⅔% of the normal base salary, to a specified limit, until age 65, and modified benefits if the disability occurs after age 60. As with STD, benefits are offset by income from certain other sources.

The University will preserve an individual's position for a period of three months from the last day of work preceding a disability. Following a three month absence and up to six months, the University will guarantee employment. With the onset of Long-Term Disability (181 days), employment and all benefits will terminate but re-employment may still be provided.

The Annuity Premium Waiver feature of the LTD provides for continued pension plan contributions during an LTD episode. A waiver of premiums is also available under the life insurance program during LTD. In all cases, eligibility for the waivers and subsidized health insurance continuation up to 30 months will be based on the LTD carrier's determination of disability.

See the "Light Duty Return to Work" policy for more information.

WORK-RELATED INJURIES/ILLNESSES AND WORKER'S COMPENSATION

All work-related accidents, injuries, and illnesses must be reported immediately to Human Resources as required by the Occupational Safety and Health Act, whether or not medical attention is required. All such incidents must be reported, even when no time is lost from work. Medical services for Worker's Compensation claims are subject to rules posted throughout campus. Employees may be permitted to return to work in a "light duty" capacity. A light duty assignment is contingent on the treating physician's approval and the approval of the supervisor. See the "Light Duty Return to Work" policy for more information.

Health insurance is continued for the first six months of a Worker's Compensation absence with the employee being responsible for his/her share of the premium.

Employees required to schedule medical or rehabilitation appointments during work time related to a work related injury will be paid for this time as regular work time.

The required report forms are available in Human Resources and will be completed by office staff when the information is provided.

Following an absence of six months due to a Worker's Compensation claim, all benefits will cease and termination will occur. Re-employment may still be provided.

University health insurance plans should not be used for medical services provided for work-related accidents or illnesses. These accidents and illnesses are covered by the University's Worker's Compensation insurance. The Worker's Compensation form prepared by Human Resources will be used to file the claim.

A medical release from the health care provider is required before returning from a worker's compensation absence.

LIGHT DUTY RETURN TO WORK POLICY

Staff on Short-Term Disability or Workers' Compensation may be permitted or encouraged to return to work in a "light duty" capacity. A light duty assignment is contingent on: the treating physician's approval, including a detailed explanation of the employee's restrictions provided to the Human Resources Department; the availability of a light duty position, the essential functions of which the employee can perform; and the approval of the supervisor. Final approval of a light duty return to work assignment rests with the Human Resources Department.

LEAVE POLICIES

BEREAVEMENT LEAVE

In the event of a death in the employee's immediate

family, up to three paid days of bereavement leave will be allowed for all staff. Bereavement leave is granted in addition to allotted vacation and sick leave days. For purposes of this policy the immediate family is defined as parent, spouse, child, brother, sister, grandparent, step-parent, in-law relationships to the same degree, or other persons living in a household.

FAMILY MEDICAL LEAVE

The Family and Medical Leave Act of 1993 requires employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. For the period of a family medical leave, the employer must maintain the employee's health coverage and must guarantee the original or equivalent position with equivalent pay, benefits, and other employment terms.

The University currently offers short-term disability, which includes pregnancy and other medically necessary leaves, and also offers personal leaves of absence. The short-term plan provides disability income for employees, maintains benefit coverage, and ensures job protection for up to six months. The personal leave, although unpaid, also provides benefit coverage and job protection up to six months. More information on personal leave and disability leave is available elsewhere in this handbook.

For staff employees, the University disability and personal leave policies should offer greater benefit and job protection than those provided under the Family and Medical Leave Act. The University will treat all appropriate STD leave under the provisions of the FMLA with all FMLA leaves running concurrent with other leaves. An FMLA application is required for all related leaves, and the appropriate limitations apply.

Human Resources will counsel the employee as to the most suitable leave based on his/her particular circumstance.

JURY DUTY

Employees will be released to perform jury duty as required and will be compensated the difference between regular pay and compensation received for jury duty for absences of five days or more. Employees must provide Human Resources with receipts for jury duty compensation to make the necessary adjustments. For absences of less than five days employees will receive full pay from the University and may keep the jury duty pay. Supervisors must be notified prior to absence for jury duty.

MILITARY LEAVE

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) determines University policy on military service and mobilization. USERRA rights notices are posted throughout the University and are available in Human Resources. Human Resources and the employee's supervisor must be notified promptly of leave dates so that plans can be made accordingly.

The University will grant free time necessary to meet the obligations of reservists and members of the National Guard for routine summer encampments and other training. Vacation time is in addition to the time required for military obligations and may be used to coincide with military leave time, at the employee's request.

Compensation for the first 30 days of military leave for summer encampments and other training is made by payment of the difference between the employee's regular pay and military pay. Human Resources must be provided with the information for appropriate pay adjustments. Military leave that extends beyond 30 days will be compensated by military pay and, at the employees discretion, the use of vacation or personal time.

All benefits will continue during the first 30 days at no cost to the employee except for his/her share of premiums.

The University's current policies regarding benefits while on Military Leave beyond 30 days are:

Pension: Pension participation or eligibility for participation will resume immediately upon return and missed contributions will be applied to participant accounts.

Life Insurance: Not provided. Coverage is provided by the military.

Tuition Benefits: Benefits for spouse/children are continued during leave.

Health Insurance: Continued at active employee cost sharing for 6 months. The employee is then responsible for full cost continued for a total of 24 months from the date of active duty.

Service: Time in the military is credited as University service to the extent military service is not discretionary.

Seniority: No loss of seniority or status which would have been gained by working.

Re-employment In The Same Position or In One at Comparable Level: In all cases The University of Scranton will comply with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and related legislation.

MISSION/COMMUNITY SERVICE LEAVE

The University encourages its employees to live out service to others and to reflect on questions of value and meaning. The purpose of the Mission/Community Service Leave policy is to allow employees to voluntarily participate, with pay, in University-sponsored spiritual retreats or in approved mission-related or community-service related activities that occur during regularly scheduled work hours. This policy is designed to support the objectives of increasing voluntary community service and encouraging reflection as an integral part of our outreach and service activities.

In order to be eligible for mission/community-service related leave with pay, an employee must work in a regular full-time or regular part-time position equivalent to at least half time.

The University recognizes two types of voluntary activities under this leave policy:

1. University Sponsored or Endorsed Spiritual Retreats - includes any retreat sponsored, endorsed or conducted by Campus Ministry.
2. Mission/Community-Service Related Service Activities - which includes community service in connection with a legally sanctioned nonprofit organization that engages in activities that are consistent with the University's mission. Human Resources is responsible for determining whether the mission related service activity qualifies under this policy. The employee's supervisor is responsible for approving the time off. The supervisor has the right to not grant time off if granting such time creates staffing problems.

Full-time employees are eligible for a maximum of three working days (or equivalent working hours) per calendar year. If part-time, the employee will be given leave on a pro-rated basis and in accordance with the employee's part-time status. Extended periods of leave may be granted for specific University sponsored retreats or activities on a case-by-case basis. Human Resources must be consulted and approve any exceptions to this policy. Employees chaperoning student trips should contact Human Resources for specific application of this policy.

Mission/community service leave requires written approval from the employee's supervisor and Human Resources:

1. The time when an employee takes University mission/community leave during the calendar year must be approved by the supervisor, with consideration of the wishes of the employee, and with particular regard for the needs of the department.
2. Requests for University mission/community-service leave must be made in writing to the employee's supervisor, initially approved by the employee's supervisor, with Human Resources granting the final approval.

PERSONAL LEAVE OF ABSENCE

If it becomes necessary to request a leave of absence for personal reasons, application is made by WRITTEN REQUEST to the immediate supervisor and to Human Resources. APPROVAL OF BOTH IS REQUIRED.

The maximum duration of any leave of absence or combination of leaves of absence, including disability but excluding military service, is six months.

All benefits will remain in force during an approved leave. The employee requesting the leave is responsible for making arrangements, in advance, to pay the share of the insurance premiums for which responsibility exists. Premiums are typically remitted monthly.

Military leaves are addressed under the Military Leave policy.

TUITION BENEFIT SUMMARY & ELIGIBILITY

	U of S Undergraduate	U of S Graduate	FACHEX	50% Jesuit Tuition	CICU Tuition Exchange Prg.
F-T Professional Staff & Administrators hired before 1/1/96	Spouse and eligible children 100% Employee: Two courses per semester.	Spouse and eligible children 100% Employee: Two courses per semester.	Undergraduate eligible children 100%	Undergraduate eligible children	Undergraduate eligible children 100%
F-T Non-exempt Staff hired before 1/1/96	Spouse 50% Eligible children 100% Employee: Two courses per semester.	Spouse 50% Children ineligible Employee: Two courses per semester.	Undergraduate eligible children 100%	Not available	Undergraduate eligible children 100%
All full-time employees hired after 12/31/95 Based on continuous years of service	Spouse: End of Year One 25% End of Year Two 50% Eligible children: Year One 25% Year Two 50% Year Three 75% Year Four 100%	Spouse: Year One 25% Year Two 50% Children ineligible	Eligible children: Year Four 100%	Not available	Eligible children: Year Four 100%
All part-time employees working 1/2 time or greater (including 9, 10 or 11 month)	Employee only: Two courses during academic year Children ineligible	Employee only: Two courses during academic year Children ineligible	Not available	Not available	Not available

Employees may be granted permission to work part time while on personal leave, with the approval of their supervisor and Human Resources.

PREGNANCY LEAVE

The Short-Term Disability and Long-Term Disability programs apply to all pregnancy cases and are based on medical documentation and should be referred to for specific information.

Child-rearing leaves are leaves for personal reasons and are covered by the Personal Leave of Absence policy. The Family and Medical Leave Act policy may also apply.

TUITION BENEFIT

The University provides tuition remission benefits to eligible employees so they may pursue opportunities for personal and educational development by matriculating in University of Scranton courses for credit. The University also provides tuition remission for spouses and children of eligible full-time employees, with the eligible dependent responsible for the University fee in effect at the time of registration.

Full-time regular employees, employed on the first day of the semester, may take two courses free of tuition charges each semester, intersession, and summer session through Dexter Hanley College or the Graduate School. Tuition charges beyond two courses a semester are not paid under this policy.

Part-time employees working at least half time and employed on the first day of the semester are eligible for two courses during the academic year (1 September to 31 August). Spouses and children of part-time employees are not eligible for a tuition benefit.

For purposes of the application of this policy only, the first day of the semester is defined as follows:

- Fall Semester..... 1 September;
- Intersession..... 2 January;
- Spring Semester 1 February;
- Summer I 1 June;
- Summer II 1 July;
- Summer – Grad..... 1 June.

Employees are responsible for payment of all fees and for the cost of books, and must meet admission require-

ments in the division in which they wish to enroll.

Study Abroad Programs: The University's tuition remission program does not apply to tuition and other costs incurred in study abroad programs, including University-affiliated study abroad programs.

GENERAL PROVISIONS REGARDING TUITION

REMISSION

Continuing Education Classes: The fees for Continuing Education classes and seminars are not covered under employee tuition remission. Employees interested in offerings of Continuing Education should check with the Director of Continuing Education about enrollment, fees, and possible discounts.

Some Continuing Education courses may be sponsored and funded by Human Resources. Employees should check with their supervisors and Human Resources for eligibility.

Spouse and Children General Eligibility: Tuition remission benefits for eligible spouses/children of full-time employees are limited to the attainment of one bachelor's degree and one master's degree, if eligible, regardless of where the degree was/is obtained. The benefit is available up to the end of the academic year in which the eligible child attains age 24. For purposes of this policy, the academic year is defined as 1 September through 31 August. One full year of service is defined as a 365-day period of full-time employment.

Undergraduate tuition benefits for children of full-time employees (see chart for eligibility) may be extended to include other Jesuit institutions. One-half of the tuition charges will be considered for payment under the following circumstances:

1. the amount does not exceed the tuition costs of The University of Scranton;
2. application must be made for financial aid; and
3. room and board costs are excluded.

The University participates in FACHEX (faculty children exchange) which presents the possibility of full tuition at other Jesuit institutions when an exchange slot is available. FACHEX is available only for undergraduate programs.

Financial Aid: A Free Application for Federal Student Aid (FAFSA), which covers both state and federal aid, must be filed each year prior to May 1 for the subsequent academic year for eligible employees, spouses and eligible children who intend to enroll as at least a half-time student for any term during the subsequent academic year. Application forms may be obtained from the University's Financial Aid Office. If it is determined that the student is not eligible to receive state or federal aid, a short form may be required in subsequent years. This short form may be obtained from the Financial Aid Office, and must be submitted for review prior to May 1. The tuition remission benefit will not be paid to a student's account until all required financial aid

forms and applications are officially filed. If all applicable financial aid forms are not completed in a timely manner, the actual amount of state and/or federal grants that the student would have been eligible for will be deducted from the University's tuition remission benefit. As a result, the student or parent will be responsible for paying the portion of the financial aid package that was forfeited.

The tuition remission policy pertains to the difference between the tuition cost and the financial aid secured, except that, when combined, the total value will be extended to cover the cost of books and academic fees. The maximum allowance for books and academic fees is \$250 per semester. Bookstore charge forms up to this amount will be issued by the Treasurer's Office. Requests for authorization above \$250 will be handled on a case-by-case basis by the Bursar.

On-line Courses: The University offers various on-line courses in conjunction with other on-line educators. The full-time employee tuition remission for these programs may vary depending the University's arrangement with their on-line partner. For Scranton Education On-Line programs (SEOL), full-time University employees and their eligible dependents will receive a 33% tuition remission, regardless of their length of full-time employment with the University. Part-time employees also receive 33% tuition remission for SEOL courses and the courses count toward the two courses part-time employees may take during the year.

Class Attendance During Work Hours: An employee may be permitted to attend classes during usual work hours only if:

1. written justification for the need, with supervisor's approval, is sent to and approved by Human Resources; and
2. the normal number of hours in the work week is maintained.

Separation of the Employee from the University: Separation of the employee from the University for any reason will terminate the tuition benefit on the last day of the session or semester in which the separation occurs for the employee as well as eligible spouse and eligible children, except:

1. In the case of total disability or death of the employee, the eligible spouse and eligible dependents that are enrolled will be allowed to continue through graduation to receive tuition remission (within the parameters of this policy) without regard to the employee's length of service.
2. The spouse and children who reach college entry age after the death, disability, or retirement of a full-time employee who has completed at least five years of full-time service are eligible to receive tuition remission as defined in this policy.
3. An employee on disability with at least 5 years of service is eligible to take up to 2 courses per semester for graduate or undergraduate school.

Application for Tuition Remission and Related

Documentation: Application for tuition remission for employees, eligible spouses, and eligible children must be made for each semester or session during which classes will be attended. An application form for each person seeking tuition remission must be completed. Forms are available at the offices of Financial Aid, Treasurer, Human Resources, or on line at the Human Resources department web page. Documentation of the relationship of a spouse or child may be required prior to extending tuition remission. Examples of appropriate documentation include marriage certificates for spouses and birth certificates for children. Documentation of the age of a child may also be required. Birth certificates or other appropriate documents may be used to verify the age of a child.

Taxation of Tuition Remission Benefit: Courses taken through the tuition remission benefit may be subject to federal, state, and/or local income tax. In the event that benefits under this policy are deemed taxable income, the University will withhold the applicable taxes from the employee's paycheck(s) and report the imputed income on the employee's W-2. The employee will not be reimbursed by the University for any taxes owed. The University will use the following Internal Revenue Service (IRS) guidelines to determine the taxability of the tuition remission benefit.

A tuition reduction for education below the graduate level is tax free if the reduction is provided by an educational institution to (and for the education of):

1. A current employee;
2. A former employee who retired or left on disability;
3. A widow or widower of an individual who died while an employee;
4. A widow or widower of a former employee who retired or left on disability;
5. A dependent child or spouse of any person listed in (1) through (4) above. (A dependent child of divorced parents is treated as the dependent of both parents.)

Based on these guidelines, tuition remission for most undergraduate courses for employees, eligible spouses, and eligible dependent children is not considered taxable income for the employee.

If tuition remission is granted to an employee's eligible child when the child is not considered a dependent child for federal, state, and/or local tax reporting purposes, the value of the tuition remission is taxable to the employee. In this case, the University will withhold the applicable taxes from the employee's paycheck(s) and report the imputed income on the employee's W-2. The University may ask the employee to provide documentation to verify the dependent status of the eligible child. A copy of the employee's tax filing for the previous tax year may be used as documentation.

The IRS guidelines consider tuition remission for graduate level courses to be taxable for federal income tax purposes, unless the education meets at least one of the fol-

lowing two tests:

1. The education is required by your employer or the law to keep your present salary, status, or job. The required education must serve a bona fide business purpose for the employer.
2. The education maintains or improves skills needed in the employee's current work.

Tuition remission for graduate level courses for employees will be considered taxable and will be taxed and reported as taxable income unless the employee completes the Graduate Tuition Remission Form documenting that the education meets one of the two IRS tests described above. The Graduate Tuition Remission Form must be signed by the employee, the employee's supervisor, and the employee's Vice President. The Human Resources Department has final responsibility for determining if the employee's request meets at least one of the two IRS tests.

Tuition remission for graduate level courses for eligible spouses and children is considered taxable income. Therefore, the University will withhold the applicable taxes from the employee's paycheck(s) and report the imputed income on the employee's W-2. Employees may be able to deduct some of these expenses on their personal income tax return.

COUNCIL OF INDEPENDENT COLLEGES TUITION EXCHANGE PROGRAM (CIC-TEP)

CIC-TEP is available to dependent children (up to the end of the academic year in which they attain age 24) of all full-time staff with four years of service at the beginning of the semester for which benefits are being sought. The program presents the possibility of full tuition at one of the participating institutions for up to four years. The CIC-TEP waiver covers tuition only. Fees, room and board expenses are the responsibility of the student. CIC-TEP is available only for undergraduate programs.

For more information and to review a list of CIC-TEP participating institutions, go to the CIC-TEP website at www.cic.tep or contact the Human Resources Department.

SCRANTON PREPARATORY SCHOOL TUITION BENEFITS

Children of full-time professional staff members and full-time administrators hired before 1 January 1990 are eligible for full tuition benefits at the Scranton Preparatory School. Fees are not included in the benefit and typically total 5% of the tuition.

WYOMING SEMINARY TUITION DISCOUNT

Children of full-time regular University employees

enrolled at Wyoming Seminary will receive a 50% remission of the total tuition during any academic session. Children must meet the ordinary admissions requirements for Wyoming Seminary.

To apply for this benefit, the eligible employee/parent must complete an eligibility form, available from The University of Scranton Human Resources Department. Additional aid may be requested by filing the Parent's Financial Statement, available at Wyoming Seminary, with the financial aid officer at Wyoming Seminary.

ALCOHOL & CHEMICAL SUBSTANCE ABUSE POLICY

As a matter of policy, The University of Scranton neither endorses nor discourages legal use of alcohol by its employees. Use of alcohol by those under the age of 21 and/or the possession, use or the distribution of illicit drugs by anyone will not be tolerated. Employees of the University who violate these regulations will be dealt with by the appropriate supervisor or office responsible for that individual or group. Drug abuse and dependency is a national social and health problem, with devastating consequences to individuals, their friends, and families. The University of Scranton is concerned about the adverse effects of drug abuse on employee job performance, health, safety, and security. The following policies are in accord with the Federal Drug-Free Workplace Act and are intended to foster a drug-free, healthful, and safe work environment for all:

(1) The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in any University workplace.

(2) Any employee convicted of violating a criminal drug statute in our workplace must notify the Director of Human Resources no later than five days after such conviction. A conviction means a finding of guilt, including a plea of *nolo contendere*, or imposition of a sentence by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes.

(3) All employees are required to abide by the terms of these policies as a condition of continued employment. An employee who violates these policies will be subject to appropriate disciplinary action, up to and including termination.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Individuals face a variety of challenges and concerns in their daily lives. Usually these concerns can be worked out, but sometimes difficult situations become too much to handle without assistance. The University offers an Employee Assistance Program (EAP) that provides assistance in these situations. The EAP offers consultation for a variety of concerns including marital problems, alcohol and

substance abuse, stress, emotional, financial and legal problems. Employees may confidentially self refer directly to the EAP by calling 1-800-EAP-CALL (1-800-327- 2255).

Whenever an employee's behavior indicates a need for support or corrective action, the supervisor may also make a referral to the EAP for treatment. With the concurrence of Human Resources, the referral may be required as part of the Corrective Action Process.

More information on the EAP program is available in Human Resources.

AWARDS

Recognition of service to the University is made at the 10 and 20-year levels. Both awards are under the auspices of the Order Pro Deo et Universitate.

The 10-year award (Decennial Award) is a pin and certificate presented at a luncheon.

The 20-year award, the Pro Deo et Universitate (Vicennial Award) is a medallion, pin, and certificate presented at an evening dinner ceremony. Membership in Pro Deo is for life, and members and spouses/guests are annually invited to the ceremony.

The Sursum Corda ("Lift Up Your Hearts") Award recognizes those members of the University's staff who have made outstanding contributions to the life and mission of the University.

Each year, a Sursum Corda Award is presented to three members of the University community:

- A member of the professional/paraprofessional staff;
- A member of the clerical/technical staff; and
- A member of the maintenance/public safety staff.

In order to be eligible for the award, a person must have spent at least five years in University service and be nominated by his/her vice president.

The nominees for the Sursum Corda Award should have distinguished themselves in one or more of the following ways:

- Shown exceptional dedication and/or creativity in the discharge of his or her duties;
- Built, contributed to or nurtured the sense of community that has always been the hallmark of our campus community;
- Contributed in a significant way to the Ignatian mission of the University.

In July of each year, the vice presidents of the University are invited to nominate members of the staff from their areas for a Sursum Corda Award. In preparing their nominations, the vice presidents will solicit input from the managers within their areas. Once they have reviewed all of the nominations that they have received from their management teams, the vice presidents will forward the names and resumes of the nominees whom they wish to have considered for the awards

to the Office of Human Resources. Each vice president may nominate only one person in each of the categories in which the awards are made. All nominations must be received by August 15 each year. When all of the nominations have been received, the Office of Human Resources will prepare the full roster of nominees and forward it to the Sursum Corda Committee. By September 1 each year, the Committee will present their recommendations to the President. The awards' presentation will be made at the University Convocation in September each year.

INCLEMENT WEATHER

CANCELLATION OF CLASSES AND/OR CLOSING OF OFFICES

Probable class attendance and parking lot availability may be so affected by the weather as to warrant, in the opinion of the Provost upon whom the decision rests (or someone designated by him or her), the cancellation of classes for either the day, evening session, or both. However, such a judgment does not affect the members of the University staff.

Media announcement of a compressed class schedule is not to be interpreted as a delayed start by non-essential personnel unless the announcement is specific in regard to a staff delay.

When public media or other official communication announces the cancellation of classes, staff members are still expected to report to work. If conditions are so hazardous that the prudent judgment of the individual employee warns against his or her reporting for work or reporting on time, the employee should notify the supervisor and charge time missed against allotted personal or vacation time or, with the permission of the supervisor, as a day of leave without pay. However, as required in codes S and F charging a day to sick leave or family-sick leave must be supported by an explanation.

If inclement weather conditions cause a closing of the University at or before noon, employees who have opted to remain home for that day because of the inclement weather conditions need to charge only a half-day to vacation or personal time. If the start of the workday is delayed until noon or later, employees who opted to stay home for that day because of the inclement weather conditions need only charge a half-day to vacation or personal time. If The University closes offices after noon, employees who opted to remain home will be required to use a full vacation or personal day. Employees who elect to stay home when the University has a delayed start but opens before noon will also need to use a full vacation or personal day. The decision to close the University is reserved to the Provost or someone designated by him or her and may not be made by individual supervisors; thus individual supervisors may not, at their own discretion, release employees during the day.

Media announcements or other official communication may indicate that conditions have warranted the clos-

ing of the University, prior to the start of the normal workday, for all but essential personnel. All but these essential employees may remain at home; the day will be counted as a work day. This principle will ordinarily apply to all shifts before the next morning.

In this situation, non-essential part-time employees will also be paid as though present; student workers will not.

Employees designated as essential for health service, student residences, campus safety and maintenance, and others so designated because of some special condition will be compensated by the addition of comparable hours to personal time. If confronted by conditions that make access to the University very hazardous, they should contact their respective supervisors for permission to excuse themselves.

PARKING

All vehicles parked on University property must display University parking decals.

Staff employees will receive parking decals when applying in person or via mail with the Parking and Traffic office. The parking fee may be deducted as a pre-tax payroll deduction over the course of the year.

University parking decals permit parking on University property according to the regulations adopted by the University and published by the Department of Public Safety.

PUBLIC SAFETY

Keeping the University campus safe and secure is a continuing partnership between the Department of Public Safety and all those who live, work and study at The University of Scranton.

The team concept of safety requires everyone to share both rights and responsibilities. All students, faculty, and staff should use good judgment and common sense in choosing the places they go, how they get there, and the times they visit those places. They should also take precautions to protect their valuables in their offices and cars. Offices should be locked whenever unattended, and valuables should be kept in a secure place such as a locked desk or filing cabinet. Cars should be locked and valuables should be placed out of view.

Emergency phones are located throughout the campus and can be used at any time, day or night, to obtain assistance. Employees should become familiar with the location of these phones at their earliest convenience.

Employees have the primary responsibility for protecting their personal property. The University's insurance does not cover personal property, and there is no institutional liability should the items be stolen or misplaced.

A Workplace Violence Policy exists and may be obtained by contacting Human Resources or Public Safety.

SEARCHING UNIVERSITY PROPERTY

All desks, lockers, cabinets, and other containers at The University of Scranton are subject to searches for a reasonable purpose and in a reasonable manner. Every employee will be required, upon request, to submit to such a search.

Further, all computer resources and files are subject to inspection as per the policy outlined in “The Code of Responsible Computing” available at:

<http://www.scranton.edu/informationresources/irpolicies.asp>.

Refusal to consent to a search can result in corrective action, up to and including discharge.

SMOKING

In the light of increased evidence regarding the damages of passive smoke, The University of Scranton’s policy states that a person should not ordinarily be exposed to the harmful effects of passive smoke except by personal choice. Smoking is, therefore, prohibited in all University buildings and vehicles.

While members of the community are expected to police themselves, violations should be reported to the Public Safety office.

TEACHING BY STAFF

Teaching by staff members during regular work hours can cause a disruption to their schedules and to the schedules of employees with whom they work. Therefore, teaching by staff members is only allowed outside normal work hours, and exceptions will be made only in the best interest of the University and only with the appropriate division Vice President’s approval.

HUMAN RESOURCES DEPARTMENT

The Department of Human Resources is responsible for the promulgation of employee policies and procedures through the creation and maintenance of *The University Human Resources Handbook for Staff and Administrators* as well as other means. On a broader scale, the department’s responsibilities include the ongoing planning, development and administration of programs, policies and procedures related to faculty and staff; employment; compensation; benefits; employee/employer relations; affirmative action; human resource information systems; and employee training and development. The department strives to be a fair broker between University administration and employees. Welcoming to all, the department is, above all, an employee advocate on issues affecting the human resources of the University.

The Department of Human Resources may be contacted by calling 941-7767, or by visiting during normal

business hours (8:30 a.m. to 4:30 p.m., Monday through Friday). You may also access the Department of Human Resources web site for contact information at: <http://matrix.scranton.edu/humanresources/>

CHANGE OF ADDRESS AND PERSONAL INFORMATION

Human Resources and supervisors must know about changes of address, new dependents, or new spouses. Inaccurate information could lead to confusion or delay in cases of emergency or errors in the processing of benefits information.

Please provide notification to Human Resources in case of a change in the following:

- Address
- Telephone number
- Marital status
- Number of dependents
- Emergency contacts

Also, remember to review and update the beneficiary information on your pension and life insurance to prevent confusion should these benefits need to be implemented.

CHECKLIST FOR A LEAVE OF ABSENCE:

If you need to be away from work for an extended period of time other than your illness or vacation, you can apply for a leave of absence without pay or benefits that can last for up to six months. You can review the program, and what happens to all your benefits by contacting Human Resources at any time.

To initiate a leave, you should follow these steps:

- Talk with your supervisor and obtain his/her consent to your request.
- Request for Leave must be submitted in writing and forwarded to Human Resources with supervisory approval.
- Make arrangements to pay for employee share of the cost of any benefits with Human Resources.

CHECKLIST FOR RETIREMENT:

At least 90 days before your planned retirement date, you should take the following steps:

- Notify your supervisor so that arrangements can be made for your replacement.
- Contact the Social Security Office to discuss and apply for Social Security benefits.
- Schedule an appointment with a member of the Human Resources staff to discuss the benefits that are available to you upon retirement.
- Contact your pension carrier for information about pay options and the procedures necessary to initiate payment.

Human Resources will provide assistance in this process at your request.

CHECKLIST FOR LEAVING THE UNIVERSITY OF SCRANTON:

Notify your supervisor as soon as you know that you will be leaving the University. In addition, you need to consider the items listed below before you leave.

- Your Termination Date: Your termination date is the last day that you are actually at work.
- Final Paycheck: Your final paycheck will usually be prepared the pay date following your last day of work. It will include payment for all time worked and any adjustment needed for vacation pay. If you have outstanding loans, Payroll will deduct the balances from your final paycheck or make arrangements for payment.
- Termination of Benefits: Unless you are a benefits eligible retiree, all benefits will be terminated at the end of the month in which you leave the University. You may be eligible to continue to purchase certain benefits after you leave. Contact Human Resources for information about possible benefit continuation.
- Your Schedule: Remember to cancel any meetings or seminars that are scheduled for a time following your termination date.
- University Property: You are responsible for returning all University property that you were issued to your supervisor. This includes your keys, ID card, parking sticker, equipment, library books, credit cards, and uniforms.
- Personal Accounts: All personal accounts you have established on campus must be closed. If there are any outstanding balances due, they will be deducted from your final paycheck.
- Change of Address: Inform Human Resources of any address change to enable us to forward materials, such as your W-2 statement, to you.
- Exit Interview: Human Resources will contact you to schedule an exit interview.

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VERIFICATION OF RECEIPT

I have received and will read the Employee Handbook of The University of Scranton and agree to abide by the policies contained therein. I understand the contents of the handbook may be modified from time to time based on changes in the University policies and procedures and that I should contact Human Resources for the most recent policies. Additions and deletions of the policies contained here in will first appear in the electronic version of the Employee Handbook on the Human Resources Department home page. Nothing contained in this handbook is to be construed as or equated with an employment contract for the purpose of guaranteeing employment for a specific length of time. The employment relationship between The University of Scranton and its employees is considered an “at will” relationship and may be terminated at any time by either party.

Employee Signature

Date