



**HUMAN RESOURCES**  
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## **Personnel Handbook**

### **Forward**

The purpose of this handbook is to describe CBU's personnel policies and procedures that affect employees. Reasonable efforts have been made to cover all the important matters and to ensure that the contents are accurate. In the event that areas of policy have been omitted or are not stated clearly or if ambiguities or inconsistencies are found to exist, appropriate CBU officials will make clarifications or decisions.

CBU reserves the right to amend or alter the conditions and terms contained in this handbook as it deems necessary. CBU will give notice of changes of information, policy, and procedure to faculty members, administrative personnel, and staff as quickly as possible.

This handbook will be revised from time to time to provide up-to-date information, including changes in policies and procedures. Suggestions for changes should be addressed to the Human Resources Department. While every effort has been made to anticipate questions, some special problems or particular situations may not be thoroughly covered. When such occasions arise, employees should not hesitate to discuss them with their immediate supervisor, department/unit head, or the Human Resources Department staff.

This handbook is not the only document containing personnel-related and other policies of CBU. Approved policies are published in other handbooks and manuals such as the CBU Faculty Handbook, and the CBU Administrative Policies and Procedures Manual. Also there may be recently approved policies, which are not yet published in any manuals. This handbook should not be used as a sole indication of whether or not CBU has a policy covering a particular subject. If further clarification or information is needed concerning the existence of a specific policy, contact the Human Resources Department.

### **Institutional Mission**

Christian Brothers University is a private, Catholic, comprehensive university committed to preparing students of all faiths and backgrounds to excel in their professional and public lives by providing challenging educational opportunities in the arts, business, engineering, the sciences, and teacher education.

### **Institutional Goals**

In pursuit of its mission, Christian Brothers University aims specifically to:

1. bring within the reach of all its students an opportunity for higher education founded on Judeo-Christian principles, and particularly, to develop persons who think, judge, and act according to the principles enunciated by enlightened ethical and religious beliefs;
2. provide programs, which teach and encourage students to be active, informed, interested, and concerned citizens with a global perspective and a strong sense of justice and responsibility;
3. assist in the personal, spiritual, and academic development of students by fostering interaction, dialogue and opportunities for community services involving students, faculty, and staff members;
4. maintain a commitment to the ideals of free inquiry, pursuit of truth, and respect for all people;
5. acquaint students with fundamental knowledge in the humanities, social sciences, physical sciences, and mathematics essential to an understanding of self and of the world in which they live;
6. cultivate the skills of inquiry, reasoning, and communication, which allow students to continue the process of intellectual growth;
7. develop students' capabilities for the intelligent and responsible use of information technology;
8. assist the students in choosing and preparing for careers through counseling, opportunities for internships, pre-professional programs, and career placement
9. provide facilities, programs, and services, which will encourage students' academic, religious, social, moral, and cultural growth;
10. sustain and promote the Catholic and Lasallian heritage of the University while welcoming persons from diverse religious faiths and social backgrounds and serving as a center for inter-faith dialogue;
11. contribute, as an urban institution of higher learning, a variety of services related to facilities and personnel, which will benefit the people and institutions of the community;
12. encourage and support lifelong learning and the continuing spiritual and professional development of students, alumni, faculty, and staff

## **Accreditation and Recognition**

Christian Brothers University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award the Bachelor's Degree and the Master's Degree. Courses are approved for veterans' training.

Curriculums in Chemical Engineering, Civil Engineering, Electrical Engineering, and Mechanical Engineering are accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET).

The University is approved by the State Department of Education of Tennessee as a teacher training institution.

Currently the University holds memberships in these organizations.

- Association of Catholic Colleges and Universities (ACCU)
- Council for Independent Colleges (CIC)
- Gulf South Conference of NCAA, Division II
- National Association of Independent Colleges and Universities (NAICU)
- National Catholic Educational Association (NCEA)
- Tennessee Association of Colleges (TAC)
- Tennessee College Assembly (TCA)
- Tennessee Foundation for Independent Colleges (TFIC)
- Tennessee Independent Colleges and Universities (TICU)

### **Equal Opportunity Policy**

Christian Brothers University is expressly committed to maintaining and promoting nondiscrimination in all aspects of recruitment and employment of individuals at all levels throughout the University. Specifically, it is the intent of the University to recruit, hire, and promote all faculty and staff without regard to race, color, religion, sex, national origin, disability unrelated to job performance, or disabled veteran status.

The University will not tolerate any conduct by an administrator, supervisor, faculty, or staff member that constitutes sexual harassment or any form of prohibited discrimination. The University complies with all applicable laws and regulations related to nondiscrimination in employment and educational opportunity.

## **The Beginnings of the University**

### **Lasallian Tradition**

The Christian Brothers (Fratres Scholarum Christianarum, or F.S.C.), a community of vowed religious living together as a witness to the Gospel message, were founded by St. John Baptist De La Salle in 1680 in Rheims, France in answer to the serious need for the Christian education

of the sons of poor and working class families. His efforts proved successful, and in order to expand the influence of his endeavors, together with his Christian Brothers, he founded the first schools for the training of teachers in Europe.

Presently, the Brothers form a teaching congregation numbering more than 7,500 members in more than 80 countries. In the United States the Brothers operate seven colleges and universities and 100 schools located in 23 states and the District of Columbia.

While the Brothers have determined the character and academic growth of the University for over one hundred years, they now share a significant aspect of those roles with other dedicated faculty and staff who embrace the tradition of responding to the educational, personal, and spiritual needs of young adults.

Christian Brothers University of Memphis continues the Lasallian tradition of innovation and flexible responsiveness to the spirit and demands of contemporary society while remaining faithful to its religious and academic heritage.

## **History of CBU**

Christian Brothers University was founded November 19, 1871, by the Brothers of the Christian Schools at the request of Bishop Feehan, the clergy of Memphis, and other interested citizens. Christian Brothers University was granted a charter as a degree-granting college on July 20, 1872. It was located in downtown Memphis at 612 Adams Street.

The institution functioned as an elementary school, high school and college, granting high school diplomas as well as bachelor's degrees and master's degrees from 1871 to 1915 at which time the college division was suspended. When it moved to its present campus on East Parkway in 1940, the school reopened as a junior college and began granting the Associate of Arts degree.

In 1953, the junior college became a four-year institution to better serve the needs of the Memphis community. The four-year curriculum began with degrees in business administration and electrical engineering and was soon expanded with degrees in four areas or divisions: Arts, Business, Engineering and the Sciences.

Teacher Preparation Programs in Secondary Education began in 1969.

Christian Brothers University became co-educational in 1970. Currently, women make up approximately 48% of the day program, 63% of the evening program and 51% of the undergraduate student body.

An accelerated Evening Program offering a degree in Business Administration was opened in 1978 to meet the needs of the adult student. The Center for Telecommunications and Information Systems was set up in 1985.

Programs at the graduate level were re-instituted when the Master's program in Telecommunication and Information Systems began in 1987. The Master of Business Administration and the Master in Engineering Management programs were added in 1989.

The name of the institution was officially changed to Christian Brothers University in June 1990.

In 1995, CBU joined the Gulf South Conference of NCAA, Division II.

In 1996, the Centre for Global Enterprise in conjunction with the US Department of Commerce International Trade Administration was set up in the School of Business.

Most recently, in 1997, the Master's degree in Education was established.

A chronological listing of the changes in the University includes

- 1964 - the high school moved to Walnut Grove Road
- 1970 - the institution became co-educational with the enrollment of women from Siena College
- 1978 - the Evening Program for working adults was added
- 1985 - the Center for Telecommunications and Information Systems was created
- 1985 - Nolan Hall was constructed to consolidate School of Engineering offices and to increase classroom and laboratory space.
- 1987 - the first modern master's program was added
- 1989 - Vision 21, a 51 million dollar capital campaign, was successfully started.
- 1990 - the name was changed to Christian Brothers University
- 1992 - the campus was enhanced with Buckman Hall and a number of campus Improvements
- 1997 - Master of Education began
- 1999 - New Resident Student Apartments constructed.

## **Learning About CBU**

### **1.1 New Employee Orientation**

All new faculty and staff are introduced to CBU through a one-on-one orientation program conducted by the Human Resources Department either prior to the first day of employment, or on the first day of employment. This orientation is an important part of the introduction to CBU. Personnel policies and benefits are discussed and benefit enrollment forms are completed during orientation.

In September of each year all employees with one year or less of service are expected to attend a general orientation. The time and location of this orientation will be announced at least two weeks in advance to allow for departments to make arrangements for all new employees to attend. In this session new employees will meet the University President and Vice Presidents, and learn how each area is structured.

### **1.2 Information Available in Each Department or Unit**

Specific information such as work assignment, work hours, and departmental policies will be provided by supervisors or managers in the specific department or unit in which the employee works.

### **1.3 Publications**

Several publications may be of interest to employees of CBU.

- CBU Weekly Calendar: A weekly calendar of upcoming events at CBU.
- CBU Bulletin: A periodic update of various timetables and projects affecting the general campus community.
- Cannon: Periodic student newspaper
- CBU Connection: Weekly information highlighting special accomplishments and events. This pamphlet also contains a section devoted to faculty/staff notes and workshops.
- Bell Tower: Quarterly alumni publication relating news about the university, including special achievements of students, graduates, faculty, and staff.

### **1.4 Job Posting**

When a job vacancy becomes available within a department and it is not feasible to fill the vacancy from within the department the notice of the job vacancy will be posted.

The Human Resources Department will post the position description on the HR bulletin board located outside the Human Resources Department room #33 in Barry Hall. The description will contain essential requirements of the position including any special education, skills, experience, and training for that job.

Interested employees should notify the HR Department of their interest as soon as possible and in writing. Posted jobs will remain on the bulletin board a minimum of three working days. The Human Resource hours are Monday through Friday from 8:00 A.M. to 4:30 P.M.

## **1.5 Bulletin Boards**

Bulletin boards and/or bulletins are placed in various areas throughout CBU's campus. These are intended for official and semi-official information that may be of interest to the campus. All posted materials must first have the approval of the Student Affairs Department located in the Thomas Center. The Student Affairs phone number is 321-3531.

## **Types of Employment Offered at CBU**

### **2.1 Employment Categories**

#### **2.1.1 Full-time Regular Employees**

These are non-instructional individuals who regularly work 30 hours or more per week for a minimum of nine consecutive months from their date of hire. Such employees are entitled to full CBU benefits and privileges of employment.

#### **2.1.2 Full-time Temporary Employees**

These are non-instructional individuals employed 30 hours or more per week but whose employment has an expected termination date of less than nine consecutive months from their date of hire. Employees in this category are not eligible for vacation, holidays, sick time, or insurance benefits.

#### **2.1.3 Part-time Regular Employees**

These are non-instructional individuals employed less than 30 hours per week who have no pre-set expected length of employment. Employees in this category are not eligible for vacation, holidays, sick time, or insurance benefits.

#### **2.1.4 Part-time Temporary Employees**

These are non-instructional individuals employed less than 30 hours per week and who have an expected termination date of less than nine consecutive months from their date of hire. Employees in this category are not eligible for vacation, holidays, sick time, or insurance benefits.

#### **2.1.5 As-Needed Employees**

These are non-instructional individuals who have no pre-set work schedule and who may be expected to report to work on an irregular or as needed basis and who average less than 30 hours per week. Employees in this category are not eligible for vacation, holidays, sick time, or insurance benefits.

## **CBU Employment Benefits**

### **3.1 Insurance Benefits (Eligible Employees)**

#### 3.1.1 Health Insurance

Employees may join CBU's group health plan on the first day of the month following the date of hire. Anyone who does not join when first employed by CBU will be allowed to join only during an open enrollment period that will be announced by CBU from time to time.

Other times during which employees may enroll or change coverage include the 30 day period immediately following marriage, divorce, legal separation, or becoming ineligible for coverage under a spouse's insurance plan. To lower the premium cost, CBU pays the major portion of the premium.

Coverage under the matched group health plan will cease on the last day of the month in which employment is terminated. A person may, however, be eligible to continue group coverage for an additional 18 months (29 months for employees with disabilities) by paying the full group rate plus an administrative charge. Failure to submit premiums promptly will result in cancellation of coverage.

Upon request, retiree supplemental health insurance is available at the time of retirement at the retiree's expense.

Because the exact coverage and premium costs are variable from year to year, they are not included in this handbook. Information may be obtained in the Human Resources Office.

#### 3.1.2 Eye Care Insurance

Eye care insurance is provided for all eligible employees who enroll in the health care program. The cost of this insurance is paid entirely by CBU.

#### 3.1.3 Dental Insurance

CBU makes available a stand-alone group dental plan. An employee may join the dental plan the first day of the month following the date of hire. Anyone who does not join when first employed by CBU will be allowed to join only during

an open enrollment period that will be announced by CBU from time to time. To lower the employee's cost, CBU pays the major portion of the premium.

Coverage under the matched group dental plan will cease on the last day of the month in which employment is terminated. Employees may, however, be eligible to continue the group coverage for an additional 18 months (29 months for employees with disabilities) by paying the full group rate plus an administrative charge.

An application and premiums for continuation of coverage must be submitted to the Human Resources Department within 60 days from the date the matched group coverage ends.

Each month's premium from that date forward must be received in the Human Resources Department no later than the first of the month for that month's coverage.

Failure to submit premiums promptly will result in cancellation of coverage. Because the exact coverage and premium costs are variable from year to year, they are not included in this handbook. Information may be obtained in the Human Resources Office.

#### 3.1.4 Flexible Spending Accounts

Flexible spending accounts are available to eligible employees. Flexible spending accounts are reimbursement accounts that permit employees to use their pre-tax dollars to pay for eligible expenses.

There are two categories of spending accounts: health care and dependent care assistance. Employees may enroll in the flexible spending accounts within 30 days from date of employment or during an open enrollment period each year. Information concerning this benefit is available from the Human Resources Office.

#### 3.1.5 403 B Plan

CBU maintains an approved list of companies that offer supplemental retirement plans. Employees who wish to have additional pretax dollars deducted for retirement planning may choose one of these plans and complete a payroll deduction form.

#### 3.1.6 Life Insurance

CBU provides term life insurance for employees during the period in which they are employed at CBU. Life insurance is payable at two times the annual salary

rounded up to the nearest \$1000..

### 3.1.7 Accidental Death and Dismemberment Insurance

CBU provides accidental death and dismemberment insurance for employees during the period in which they are employed at CBU. This insurance provides for up to two times the annual salary to be paid in the event of accidental death according to age at the time of accident. In the event of accidental dismemberment benefits are paid according to a loss schedule that is available in the Human Resource office.

### 3.1.8 Long-term Disability Insurance/Retirement Due to Disability

All employees are covered by long-term disability insurance (salary continuation) which provides for employees to receive 60% of their base pay (\$5000 monthly maximum) should they become unable to work due to extended illness or injury. The premiums for this insurance are paid entirely by CBU.

## **3.2 On-the-Job Injury Program**

All full-time and part-time employees are covered by Worker's Compensation Insurance. In the event of an accident on the job all medical expenses are covered.

It is imperative that all injuries, regardless of the severity, occurring on the job and requiring medical treatment be reported to Campus Security no later than the next working day after the accident.

## **3.3 Vacation and Holidays**

### 3.3.1 Vacation

CBU provides regular full-time non-faculty employees with periods of time off from work with pay for rest, relaxation, and personal pursuits. CBU strongly encourages all eligible employees to utilize their accumulated vacation. Semi-monthly and monthly paid employees are given a more liberal vacation allowance in recognition of the fact that they are not paid overtime.

Vacation accrues as follows:

<u>Weekly Paid Employees</u>		<u>Semi-Monthly/Monthly Paid Employees</u>	
<u>Period of Service</u>	<u>Days</u>	<u>Period of Service</u>	<u>Days</u>
1-5 years	15	1 year	15
6 years	16	2 years	16
7 years	17	3 years	17
8 years	18	4 years	18
9 years	19	5 years	19
10+ years	20	6 years	20
		7 years	21
		8 years	22
		9 years	23
		10 years	24
		11+ years	25

- Before vacation can be used, a waiting period of three months of continuous employment must be completed.
- Vacation pay is based on base rate of pay and does not include overtime.
- Vacation not used at the end of the calendar year may be carried over to the next year, however, once a maximum of one and one half times the annual vacation is reached vacation will no longer accrue. Once an employee brings the available amount below this maximum, the vacation will begin to accrue again.
- Employees on unpaid leaves of absence will not accrue vacation during the leave time.
- The minimum amount of vacation that may be taken for weekly paid employees is 1/2 day. The minimum amount of vacation that may be taken for semi-monthly or monthly paid employees is one day.
- Employees may not receive payment in lieu of taking vacation except at time of termination. Terminating employees will receive payment for accrued but unused vacation.
- Employees will be paid holiday pay and not vacation pay if a recognized holiday falls during the employee's vacation.
- Vacations are to be scheduled with and approved by the immediate supervisor.

### 3.3.2 Holidays

Employees are granted fifteen (15) days off each fiscal year with pay for observance of regularly scheduled holidays such as Christmas, Thanksgiving, Independence Day, Labor Day, New Year's, Martin Luther King Day, and Good Friday. The President, at the beginning of each fiscal year, sets the specific dates for these holidays. A holiday calendar is posted on the bulletin board outside the Human Resources Office. Copies of this calendar are also given to all department heads at the beginning of each fiscal year.

## 3.4 Personal Educational Activities

### 3.4.1 Employee Training and Development

Each year CBU schedules various employee training classes, such as computer technology updates or refresher classes. These classes are provided by CBU at no cost to employees on an as needed basis. Department supervisors will make the necessary arrangements for scheduling appropriate employees in these classes.

### 3.4.2 Tuition Remission policy for CBU Employees and Dependents

#### Policies/Undergraduate

1. After a period of six (6) months of employment, all full-time employees are eligible for full tuition remission for undergraduate classes up to a maximum of six (6) credit hours/semester and fifteen (15) credit hours/academic year.
2. Spouses and dependent children of full-time employees are eligible for undergraduate tuition remission according to the number of years worked by the employee. Likewise, nieces and nephews of Brothers who are currently employed full-time at CBU are eligible for undergraduate tuition remission according to the number of years worked. Completing one (1) year of employment qualifies an employee's dependents for one-half (50%) remission and two (2) years qualifies for full (100%) remission.
3. Employees who work less than full time but at least twenty (20) hours per week are eligible for one-half (50%) tuition remission for up to 6 credit hours per semester and 15 credit hours per academic year of undergraduate courses after three years of employment and a minimum of 3,000 hours worked or 5 semesters taught if they are faculty members. Their spouses and their dependents are also eligible for one-half (50%) tuition remission for undergraduate courses after three years of employment and a minimum of 3,000 hours worked or 5 semesters taught if they are faculty members.

4. All retired employees with at least 10 years of service and who are 55 years old along with their spouses and dependent children are eligible for full tuition remission benefits.

#### Policies/Graduate

1. After a period of six (6) months of employment, all full-time employees are eligible for full tuition remission for graduate classes up to a maximum of six (6) credit hours/semester or fifteen (15) credit hours/academic year. After two (2) years of full-time employment, spouses and dependents are eligible for one-half (50%) remission for graduate classes up to a maximum of six (6) credit hours per semester.
2. All full-time Resident Directors and Graduate Assistants (by virtue of their employment) are immediately eligible for 100% tuition remission for up to six (6) credit hours of graduate level work per semester and fifteen (15) hours per academic year. Depending upon international visa requirements, additional hours per semester may be granted on an individualized basis. Spouses or dependents of these employees are not eligible for any tuition remission.

#### Policies/General

1. Spouse and dependent children status will be determined by IRS definition.
2. Termination of employment (whether voluntary or involuntary) will result in the immediate termination of remission benefits for the employee and his/her dependents. If this termination occurs prior to the end of a semester or term, the employee will be responsible for the payment of any tuition/fees applicable for the remainder of the semester or term unless other arrangements are made with the Vice President/Administration and Finance. The final date of employment will be used for purposes of calculating the pro-rated amount due.
3. Reduction of hours to less than full-time employment status constitutes an immediate change in eligibility for remission benefits available to a part-time employee. If this change in employment occurs prior to the end of a term or semester, the employee will be responsible for the payment of any tuition or fees applicable for the remainder of the semester or term unless other arrangements are made with the Vice President for Administration and Finance. The final date of employment will be used for purposes of calculating the pro-rated amount due.
4. If an employee/dependent becomes eligible for remission after the beginning an academic semester or term, benefits will not be applicable until the beginning of the next semester or term.
5. Employees, spouses, or dependents who receive full remission benefits are not eligible for any other institutional financial aid, including workstudy.

6. If a dependent was awarded an institutional scholarship/grant prior to being eligible for tuition remission, the dependent's institutional aid will be reduced by at least one-half (50%) during the first year he/she receives the remission allowance. At no time will the remission benefit and the institutional aid exceed the total cost of tuition.
7. Any employee or their dependents (including nieces/nephews of Brothers) who is interested in taking part in the Tuition Remission Program and who plans to enroll in an undergraduate degree program for a minimum of 6 semester hours per semester must complete a FAFSA (Free Application for Federal Student Aid) before they begin classes and are allowed to participate in the program. In the event that the student is eligible for any direct Federal or State grant(s) as a result of their FAFSA application, the student's Tuition Remission allocation against their University charges will be reduced by a corresponding amount.
8. Any employee's spouse or their dependents (including nieces and nephews of Brothers) who are Tennessee residents and who plan to enroll in an undergraduate degree program at CBU must apply for the Tennessee Education Lottery Scholarship (TELS) before they are allowed to begin classes and to participate in the program. If the spouse or their dependents are deemed eligible for participation in the TELS Program and should they receive an award, their Tuition Remission allocation against their tuition charges will be reduced by a corresponding amount. If a student resides on campus, this award can also be applied against any housing charges.
9. The Vice President for Administration and Finance must approve all tuition remission requests and will be responsible for the final interpretation of all remission policies.

#### Provisions and Conditions

1. All fees and other expenses incurred are the responsibility of the employee or dependent.
2. Dependents who enroll in more than eighteen (18) credit hours per semester are responsible for the per credit hour cost related to this course load.
3. Employees or dependents who have an unpaid balance on their student account may neither register for a new term of classes nor be eligible for tuition remission until their account is paid in full.
4. Tuition Remission for employees and/or their dependents is NOT applicable to the following programs: the Masters of Science in Physician Assistant, Masters of Science in International Business, and any courses offered in conjunction with Performance Learning Systems (PLS).
5. Employees or dependents enrolled in graduate courses where books and meals are part of the tuition charge are responsible for a per credit hour fee (currently \$60 per hour). Employees or dependents enrolled in any

courses offered in conjunction with The Learning House (TLH) are responsible for the applicable on-line course fees.

6. The employee or dependent wishing to receive a tuition remission must first, if they have not done so already, contact the appropriate admissions office--the Day Admissions or the Graduate and Professional Studies Office-- for acceptance to the University.
7. After admissions eligibility is determined, the employee must complete a Tuition Remission Request Form and submit it to their immediate supervisor. The supervisor will then forward the request to the appropriate Vice President who will determine eligibility under the University's remission policies and then submit it to the Vice President for Administration and Finance for final approval. Tuition Remission Forms can be obtained in the HR Office and in the Office of the VP/Administration & Finance. An Application for Tuition Remission Form must be submitted prior to the beginning of EACH semester that a student wishes to receive the benefit.
8. In order to receive this benefit each academic year, a Request for Tuition Remission Form must be completed, submitted and approved by April 1 of each spring for the following academic and fiscal year periods.
9. Employees may not enroll in courses during their designated working hours without prior approval from their immediate supervisor and the appropriate Vice President. Employees granted this privilege must re-arrange their work schedule, in conjunction with their supervisor, to make up all time missed and ensure the completion of their responsibilities.

### **3.5 Services and Discounts Available to Employees**

#### **3.5.1 Automatic Paycheck Deposit**

Automatic paycheck deposit is available for employees who do not want the inconvenience of having to make paycheck bank deposits. To initiate automatic payroll deposit an employee should provide the Business Office with a copy of a canceled personal check.

#### **3.5.2 University Bookstore**

Employees of CBU are given a 20% discount on many items in the campus bookstore. Employees should ask at the checkout counter in the bookstore as to what specific items are covered by this discount.

#### **3.5.3 Athletic Events**

Employees may attend regular scheduled season athletic events on campus without paying admission fees. This will also apply to one accompanying

immediate family member. (Because of NCAA Division II regulations this benefit will not apply to playoffs.)

#### 3.5.4 Cafeteria

CBU offers employees a choice of two cafeterias on campus for their convenience. Both cafeterias are located in The Thomas Center.

##### The Buccaneer Snack Bar (Lower level)

Lunch Mon.-Fri. 10:30 a.m. - 2:00 p.m.

Dinner Mon.- Thur. 4:30 a.m. - 6:30 p.m.

##### Alfonso Dining (Upper level)

Breakfast Mon.-Fri. 7:30 a.m. - 9:30 a.m.

Brunch Sat.-Sun. 11:30 a.m. - 1:00 p.m.

Lunch Mon.-Fri. 11:15 a.m. - 1:15 p.m.

Dinner Mon.-Thur. 5:00 p.m. - 6:30 p.m.

Dinner Fri.-Sat. 5:00 p.m. - 6:00 p.m.

A special discount is offered for a 20-meal plan. Please ask at the cashier's counter when wishing to purchase this plan. (Please note that this schedule of operation is only during the regular class months.)

#### 3.5.5 Parking

All employees have free parking privileges. Specific areas are designated for use by faculty and staff members and are identified on the map provided in the back of this handbook. Parking decals are available from the Security Office.

#### 3.5.6 Printing Services

Printing Services is located in the basement of Kenrick Hall. It provides a complete line of reprographic services to meet the professional and personal needs of CBU employees. Services offered include photocopying, offset printing, binding and finishing, facsimile transmission, and courier service.

#### 3.5.7 Salary Advances

If a financial emergency occurs, an employee may request a salary advance from his or her department head. The request form is available in the Human Resources Office. The department head will present a written approval of the request to the Payroll Supervisor of the Business Office, preferably with an advance notice of two (2) working days. Salary advance amounts are limited to no less than \$50.00 per request, and cannot exceed a maximum of \$200.00 per fiscal year, unless approved by the appropriate vice-president.

The employee shall sign a promissory note for the advance assuming all financial responsibility for legal and/or court costs incurred by CBU in the collection of the debt. Repayment schedules are established appropriate to the amount of the advance. The advance must be repaid no later than the end of the fiscal year in which it was borrowed. Payment in full is required upon resignation or termination of employment at CBU.

### 3.5.8 Swimming Pool Privileges

The CBU swimming pool may be enjoyed during designated hours by employees and members of the immediate family. Be sure to have an employee identification card available. Designated hours and days are posted at the pool.

### 3.5.9 Service Awards

CBU recognizes all full-time regular employees at the end of their fifth year of continuous service and every five years thereafter at an annual service awards program. All faculty and staff employees and their guests are invited to attend this fun event.

## **Performance Expectations**

### **4.1 Initial Three Month Probationary Period**

During the initial three months probationary period of employment at CBU an employee's performance and adherence to CBU policies and procedures will be closely monitored. Supervisors will note good performance as well as unsatisfactory performance. During this time employees will be able to learn about their assignments and will determine whether they are satisfied with their position. At the same time, supervisors will have the opportunity to determine the suitability of new employees for their positions. If performance is not satisfactory, employment may be terminated at any time during the initial three months probationary period.

### **4.2 Personnel Records**

The Human Resources Office maintains the official, permanent personnel file of each employee. The file may include, but is not limited to, application for employment, references, correspondence, position assignments, transfers, promotions, evaluations, disciplinary actions, records of counseling sessions, wage changes, benefit enrollment, and tax deduction information. The Social Security Administration account number is used as an identification number on all personnel records. Use of the number is restricted to identifying and retrieving information within CBU. The Social Security Administration account number is not disclosed to persons outside CBU except in relation to employee benefits, tax withholding payments, and government investigations or audits.

Employees may review their official, permanent personnel file with the appropriate Human Resource staff during active employment at CBU by appointment and upon proper identification with the CBU identification card.

#### **4.3 Notification of Change of Name, Address, etc.**

Any change in status should be reported in writing to the Human Resources Department. Change of name, telephone, and address are important and should be reported promptly. Beneficiary changes and health insurance information must be handled directly with the Human Resources Office.

#### **4.4 Immigration Form I-9**

All new employees are required by the provisions of the Immigration Reform and Control Act of 1986 to complete a government I-9 before, or immediately following, employment. This form attests to the individual's eligibility for employment in the United States. Certain specific documents, which will prove eligibility for employment in this country, must be presented to the person processing the application/employment papers. This law applies to all individuals, regardless of employment status, who enter into an employee/employer relationship with CBU.

#### **4.5 Working Hours and Attendance**

The normal workweek for salaried staff is five (5) days per week with a total of thirty-seven and one-half (37.5) working hours. For employees on hourly wage payroll a normal workweek is five (5) days per week with a total of forty (40) working hours. Hourly employees will receive overtime pay (time and one-half) for any time worked beyond the normal forty (40) hours per week.

All employees are expected to be in their respective areas and ready for work at their starting times and to remain on the job throughout regular work hours. In departments in which work schedules vary, the schedules will be announced or posted as far in advance as possible.

Anyone who must be absent from work or has an urgent reason for leaving, must have prior

permission from the supervisor or department head.

#### **4.6 Coffee Breaks and Rest Periods**

Work schedule permitting, coffee breaks and rest periods are allowed. Please be aware that taking a break for coffee or a short rest period depends upon the department and whether or not the workload will allow a break. Where rest periods are allowed, they are limited to two 15-minute breaks per shift.

#### **4.7 Absenteeism and Tardiness**

All employees are expected to report to work in appropriate dress, in uniform if applicable, and to be prepared for duty at the beginning of the work period. Attendance is vitally important to the University, supervisors, and co-workers. The total effort of each department diminishes when a person is not present. Being repeatedly late for or absent from work or being absent from work without good reason jeopardizes any work evaluation and presents grounds for termination. Advance notice should be given to the supervisor when possible.

#### **4.8 Time Cards, Time Sheets, and Time Records**

Some departments use automated systems, and others use time sheets to report absences, vacations, and time worked. These time records are the basic source of information for payroll purposes; therefore, time worked must be reflected accurately. Falsification of time records is a serious offense and can result in termination. Time and attendance records should be checked by supervisors and department heads for accuracy. No changes, corrections, or notations are to be made on the time records except with the approval and signature of a department head or supervisor.

An employee who clocks another employee in or out or who requests that another employee clock him or her in or out may be subject to dismissal.

For hourly employees check-in or check-out must take place within seven minutes of the actual time of starting or leaving work for the employee to be paid for the full shift. These statements refer to the method of pay computation and do not imply permission to be up to seven minutes late or to leave seven minutes early.

Hourly rate employees are not permitted to work before or after their scheduled times unless authorized by their department. There must not be a deviation from this policy except at the direction of one's supervisor or department head.

#### **4.9 Licensure and Registration**

When licensure or registration is required before performance of certain duties, it is the employee's responsibility to acquire and renew such license or registration. Included in this requirement is a state drivers' license for some positions. Failure to renew or maintain a license

or registration required to perform a specific job may result in discharge.

#### **4.10 Dress Code**

The impression employees create on students and the public is very important to CBU's daily operations. Personal appearance should be professional with all attire or uniforms being appropriate for the particular department and job.

#### **4.11 Performance Evaluations**

An evaluation counseling session for employees will be held, and performance forms will be completed annually for all non-instructional employees. The purposes of the performance evaluation program are to provide an opportunity for discussion with a supervisor of work-related expectations and goals for improved performance and to create a record concerning performance which may be considered in promotions, transfers, or other personnel decisions.

Copies of all performance appraisals and records of counseling sessions are sent to the Human Resources Department for filing in the employee's personnel file.

#### **4.12 Promotions and Transfers**

There are two types of promotion or transfer: internal and interdepartmental.

An internal promotion is a move to a higher-level position within the department. An interdepartmental promotion is a move to a higher level position in another department.

CBU encourages transfers for promotions, though lateral transfers are permitted. Acceptance of a lateral transfer to another department does not indicate an increase in salary.

Except in unusual circumstances, the employee must satisfactorily complete six months of continuous service at the University before seeking a transfer. Anyone may learn what vacancies exist by reading the bulletin board in the hallway outside of the Human Resources Office.

Anyone who meets the qualifications for a posted position should notify the Human Resources Department in writing as soon as possible.

When application is made, the employee's qualifications for the position will be examined based on job-related qualifications, work history, etc. Anyone selected for transfer is expected to give the current department 14-calendar days' notice prior to the actual transfer.

Employees should be aware that there is some personal risk in a transfer. Rights are relinquished to the previous position, and, of course, there can be no guarantee that persons will be retained or can be placed elsewhere if performance is not satisfactory. Please give sufficient thought, therefore, to career goals and to building a record of loyalty and longevity before requesting a

transfer.

## **4.13 Leaves of Absence--Without Pay**

### 4.13.1 General Provisions

Accrued vacation must be used before beginning the unpaid portion of a Family and Medical Leave of Absence or a Personal Leave. Accrued sick time, in addition to accrued vacation must be used before beginning the unpaid portion of a medical leave. Use of accrued sick leave is limited to eligible medical conditions of the employee, not family-related reasons.

The employee should notify his or her department head in advance of the date of return in order to make the proper schedule arrangements. Overstaying a leave of absence without proper notification and approval or seeking and accepting other employment without previous authorization constitute an automatic resignation and loss of the right of reinstatement.

### 4.13.2 Family and Medical Leave

Any employee who has worked for CBU for a minimum of 12 months and worked 1,250 hours or more during the previous 12 months is eligible for a Family and/or Medical Leave of Absence.

Qualified employees are eligible to take up to 12 weeks of unpaid leave per year for the birth, adoption, or foster care placement of a child; for care of a spouse or an immediate family member with a serious health condition; or for the employee's own care in the case of a serious health condition. This policy does not replace routine sick leave or emergency absences.

An employee anticipating a need for a leave shall submit a written request for such leave to the Human Resources Department as soon as such leave is determined to be necessary, but no later than 30 days prior to the start of the leave. The University may waive the 30-day notice requirement in the event of an unexpected change in circumstances. (A medical emergency, etc.) In this case, notice must be given with as much lead-time as possible.

When making a request for a leave due to the serious health condition of the employee, his/her spouse, parent or child a written medical certification from the employee's health care provider must be presented with the request for leave. This certification must be provided within 15 calendar days of the request for leave; must describe the employee's condition and inability to perform the essential functions of the position or describe the condition of the family member and establish the reason why the assistance from the employee is necessary; and must give the probable duration of the leave.

Forms for medical certification may be obtained in the Human Resources Department.

### 4.13.3 Tennessee Maternity Leave Act

Any female employee who has worked in a full-time capacity for a minimum of 12 consecutive months is eligible for up to a 4-month leave of absence in connection with pregnancy and childbirth.

To receive approval for such a leave, the employee must provide written notice of the anticipated time, duration and return date to the Human Resources Department at least 45 days prior to the start date of the leave.

If, because of an emergency medical situation, it is not possible to provide advance notice of impending maternity leave, eligible employees will not be denied leave. If a leave qualifies for both Family and Medical Leave and Tennessee Maternity Leave, the leave counts against the employee's entitlement under both laws.

#### 4.13.4 Military Leave

An employee who leaves CBU to enter active duty (inducted or voluntary) or is a reservist on active duty is guaranteed protection of job rights. Upon completion of the military leave the employee will be put back to work immediately, without loss of seniority, status, or rate of pay.

The military absence is not considered to interrupt the employee's "continuous service" status for retirement purposes.

### **4.14 Paid Absences**

#### 4.14.1 Short Term Disability

CBU will provide short-term disability (STD) income to all regular full-time non-instructional employees who have completed the 90-day probationary period. STD will replace lost income when an employee is away from work due to illness for more than three consecutive days or immediately if the employee is hospitalized or has out-patient surgery.

STD will pay an employee's normal income for each day of scheduled work loss for a period up to 90 days or up to the amount of STD the employee has accumulated.

Full time employees may earn up to 7 days of STD per year. Any unused STD may be carried forward from year to year up to a maximum of 120 days. However, once an employee has been out 90 days, payments under the STD will terminate and coverage under the long term disability insurance (LTD) will commence. A doctor's certification of illness may be required at the discretion of the employee's department head.

STD will not accrue during an approved leave of absence. Employees who terminate their employment with CBU will not be paid for any STD accumulated and not used.

#### 4.14.2 Bereavement Absences

Full-time employees are eligible for up to three (3) working days of excused absence with pay when a death occurs in their immediate family. Up to one (1) working day excused absence with pay is granted when death occurs with relatives outside the immediate family.

Relatives residing in the employee's household shall be considered members of the immediate family.

Immediate Family:

Husband, wife, son, daughter, father, mother, brother, sister, legal guardian, step-father, step-mother, step-son, step-daughter, step-brother, step-sister, father-in-law, mother-in-law.

Relatives (Non-residing):

Grandfather, grandmother, grandson, granddaughter, uncle, aunt, cousin, niece, nephew, brother-in-law, sister-in-law, spouse's grandparents.

#### 4.14.3 Jury Duty

A full-time employee who is summoned for jury duty is eligible for leave of absence with pay. CBU will make up the difference between the court's payment and the employee's regular wage. A full-time employee who is subpoenaed as a witness is granted unpaid, excused absence. The subpoenaed employee may elect to use accumulated vacation for compensation. The extent of time for jury and witness duty will be determined by the time stated on the summons. The employee should present the summons to his or her supervisor, who will have the leave approved through the Human Resources Department.

#### **4.15 External Employment and External Consulting**

The full-time regular employee's job at CBU is expected to be the primary one. Outside employment is allowed, however, if it does not interfere with the employee's CBU function and performance of CBU responsibilities, is limited in time, is compatible with the interests of CBU, and does not require significant use of CBU time or resources, supplies, databases, students, or staff paid by CBU. Before accepting off-time employment, it is advisable to discuss the matter with the supervisor. Management necessarily reserves the right to reschedule work assignments to meet the demands of CBU employment.

#### **4.16 Conflicts of Interest**

All CBU employees have a responsibility to exercise the utmost good faith in all transactions involving their duties to and for the University. In the performance of these duties employees can expect to be held to a strict standard of honest and fair dealing between themselves and the University. Employees should not use their respective positions, or knowledge gained therefrom,

in such a manner that a conflict might arise between their interest and that of the University. All employees of CBU will be asked to read and sign a copy of CBU's "Conflict of Interest" policy which will be placed in the corresponding personal employee files.

A statement of the "Conflicts of Interest" policy is found in the *Administrative Policies and Procedures Manual*.

#### **4.17 Nepotism**

Employment of relatives is discouraged. Relatives by family or marriages shall not be employed in the same department in which one relative has direct or ultimate administrative responsibility over the other relative, including student workers. If employment of a relative is proposed, the recommendation of the department head must be accompanied by a full and complete written justification of the need for employment of the relative and approved by the Vice President of that area or the Vice President for Administrative Affairs.

### **Wages, Deductions, and Pay Periods**

#### **5.1 Pay Periods and Receipt of Pay**

Hourly employees are paid weekly. The workweek begins on Thursday and ends on Wednesday of the following week. Time cards or records should be turned in to the supervisor no later than 8:30 a.m. Thursday so that a paycheck can be received on Friday.

Non hourly employees will be paid either semi-monthly or monthly.

Semi-monthly employees will be paid on the 15th and the last day of each month.

Monthly employees will be paid on the last day of each month.

Should a payday fall on a weekend or holiday, employees will be paid the day prior to the weekend or holiday.

Paychecks are distributed through the campus mail system.

Questions regarding time, hours worked, or pay should be discussed with the supervisor or, if necessary, with the Payroll Supervisor located in the Business Office.

#### **5.2 Overtime Hours**

Hourly employees will receive overtime pay for any time worked in excess of 40 hours in one workweek. Overtime is calculated at a rate of one-and-one-half times the employee's base hourly rate.

No employee may work overtime without the prior approval of the appropriate supervisor and/or manager. An hourly employee may not start working before the beginning of the scheduled shift and may not work beyond the ending of the scheduled shift without approval. Also, an hourly employee should not be allowed to continue to work at his/her workstation while having lunch.

### **5.3 Payroll Deductions**

Mandatory payroll deductions include:

1. Federal Income Tax
2. Social Security (FICA)
3. Court-ordered garnishments and child support orders
4. Federal and state income tax levies

Voluntary payroll deductions include:

1. Benevolent Fund deductions
2. Health insurance
3. Certain approved commercial insurance premiums
4. CBU sponsored annuities
5. MTA Credit Union

### **5.4 Social Security Withholding**

Both CBU and the employee contribute equally to the cost of Social Security benefits. The deduction from the paycheck and the amount contributed by CBU are deposited with the federal government according to federal regulations.

### **5.5 Salary Adjustments**

Salary and wage increases at CBU are not automatic. Each year senior management and the Board of Trustees consider the availability of funds and a number of other factors, many of which are market-driven, to evaluate how CBU has done and will do financially before deciding if an increase is warranted.

Should it be warranted, some employees will receive salary or wage increases. Consideration is given, but not limited to things such as dependability, individual performance, length of service (for new employees), and special achievements.

Employees receiving increases will be notified prior to the end of the calendar year.

## **When Employment at CBU Ends**

## **6.1 Termination of Employment**

### Resignation

If, at any time, employees decide to resign from employment at CBU, they will be expected to give at least 14 calendar days' written notice. Failure to provide appropriate notice may result in the employee being considered ineligible for future employment at CBU.

When resignation takes place, the employee will be paid by CBU through the last day worked. Employees will be eligible for payment of all vacation accrued but not taken at the time of resignation, up to the maximum allowed. Vacation time may not be taken after giving termination notice. The terminating employee will not receive pay for any accrued sick days.

Prior to leaving CBU, an employee should schedule an exit interview with the Director of Human Resources any time between 8:00 a.m. and 4:30 p.m. Mon.-Fri.

### **Immediate Discharge**

CBU reserves the right to determine the duration of employment of any individual and hence discharge an employee with or without cause. In instances of discharge not related to misconduct, an employee will be given appropriate notice prior to the termination.

## **6.2 Re-employment and Its Effect on Service Dates and Benefits**

Former employees whose separations were under satisfactory circumstances may be re-employed in the same type of work or in another job for which they are qualified. Upon re-employment, an individual will serve an initial 90-day probationary period. Sick leave, vacation, and eligibility for merit increases will accrue from the most recent service date.

Employees who are qualified as "vested" under CBU's retirement will have their past credited CBU service continue from the date of rehire. Employees who did not have 4 years and 9 months of previous credited service will not be given retirement credit for past CBU employment.

## **6.3 Retirement**

The Christian Brothers Employee Retirement Plan is a defined benefit plan funded by the University. Vesting occurs after 4 years and 9 months of qualified employment and a retirement benefit will have been earned at that time.

Eligible employees are those who work at least 20 hours per week or instructional employees who teach at least half of a normal schedule of classes.

Benefits are calculated according to set formulas. The formulas use both length of service and average salary during employment at CBU in their calculations.

Early retirement is available at age 55 for vested employees; however, a reduction of benefits does occur if the early retirement option is used.

Employees may voluntarily supplement their retirement by contributing into a tax-sheltered (403b) annuity program. With this option employees may save money that is not taxed until they withdraw the investment.

Complete details of the CBU retirement plan are contained in the "Summary Plan Description" booklet. This booklet and a list of companies who offer voluntary tax-sheltered annuity programs are available in the Human Resources Office.

## **Working Conditions and Responsibilities**

### **7.1 Management Rights**

CBU always has sought the opinions of its employees about working conditions, ways and means of getting jobs done better and other matters of employee interest. From time to time, CBU, like any other organization, has to make decisions without prior consultation with its employees. CBU must, therefore, maintain exclusive discretion to exercise the customary functions of management including, but not limited to, the discretion to select, hire, promote, suspend, dismiss, assign, supervise, and discipline employees; to determine the size, organizational structure, and composition of the work force; to establish, change, and/or abolish policies, procedures, rules, and regulations; to determine and modify job descriptions and job classifications; and to assign duties to employees in accordance with the needs and requirements determined by CBU.

### **7.2 Supervisor/Manager Responsibility**

If employees have questions or problems concerning their work at CBU, they should first discuss these with supervisors or managers. It is the responsibility of the supervisor or manager to resolve the problem, to contact the appropriate department for resolution/advice, or to take the matter to the next highest level of responsibility.

It is also the responsibility of managers and supervisors to distribute to, communicate with, and interpret for, employees the departmental and CBU policy decisions and procedural matters.

### **7.3 Progressive Discipline**

Regulations and procedures are necessary for the orderly progress of every organization. CBU's policies and regulations are intended to facilitate productivity and satisfactory working relationships based on trust, self-discipline, and respect for the rights of others. Depending on the gravity of the situation and whenever possible and feasible, CBU will work with an employee through a "progressive disciplinary" process which means that the least severe level of discipline applicable to the situation will be explored before invoking

more harsh levels of discipline. The goal of progressive discipline is to retain employees and to improve an employee's performance while at the same time documenting the efforts of the employer in the event of discharge. The following are approved progressive disciplinary steps:

Oral Warning

Written Warning

Final Written Warning

Discharge

### **Oral Warning**

The first step in most disciplinary actions is oral warning. This may be given by an employee's supervisor for substandard performance, poor attendance, and other types of minor offenses or misconduct that occur for the first time. The supervisor should keep notes of oral warnings in the department file. These notes are official CBU documents and may become part of the employee's official, permanent personnel file.

### **Written Warning**

A written warning may be given by an employee's supervisor for substandard performance, poor attendance, misconduct, and other types of more serious offenses that occur after the first oral warning. A written warning may be given instead of an oral warning for the first-time gross misconduct or major offense. All written warnings should be addressed to the employee in memorandum format. If there has been a prior oral warning given to the employee, it should be referenced in the first written warning. A copy of all written warnings should be sent to Human Resources to be placed in the employee's official, permanent personnel file.

### **Final Written Warning**

Depending on the gravity of the situation, if after an oral warning and a written warning an employee continues to demonstrate substandard performance, poor attendance, misconduct, and other types of offenses, the employee will be given a final written warning.

The final written warning will be addressed to the employee in memorandum format and have the prior approval of the department head. The employee should understand that, unless immediate improvement is made, the employee will be terminated. A copy of this documentation should be sent to Human Resources to be placed in the employee's official, permanent personnel file.

### **Discharge**

Continued substandard performance, insubordination, misconduct, and other serious offenses or behavioral problems that continue after other disciplinary actions have been taken may result in discharge from CBU. Discharge also may occur immediately and without notice. The recommendation for discharge must have the prior approval of the Director of Human Resources and the major administrator who is ultimately responsible for that department.

### **Discipline Documentation**

All documentation of actions involving discipline, written counseling, and discharge, as well as resignations, should be sent to the Human Resource Office to be placed in the employee's official, permanent personnel file.

### **7.4 Sexual Harassment**

Christian Brothers University is firmly committed to providing an environment that is free of discrimination, including sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made, either explicitly, a term or condition of an individual's employment, (2) submission to, or rejection of, such conduct by an individual is used as the basis for employment or decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or of creating an intimidating, hostile, or offensive working or educational environment.

Employees who believe that they have been sexually harassed by a supervisor, co-worker, or other employee of CBU should report the incident to their supervisor(s) or to the Director of Human Resources. CBU prohibits all forms of sexual harassment and will investigate complaints thoroughly and with the utmost seriousness. The Human Resources Department has the responsibility for coordinating and conducting an investigation of sexual harassment claims in the workplace and for recommending corrective action to the University administration.

### **7.5 Employee Behavior and the Working Environment**

Because CBU seeks to maintain an environment conducive to the conduct of business and one in which the rights of others are respected, CBU expects of its employees behavior consistent with the expectations of an institution of higher education and the Lasallian tradition. Part of the intent of this section is to identify typical offenses or behavior patterns for which disciplinary actions are taken. This is necessary in order to provide consistent treatment of all employees and so that the rights of some employees will not be violated by other employees.

Although this is not an all-inclusive list, the following are examples of deficiencies or offenses for which progressive disciplinary actions may be appropriate and which may

result in discharge:

1. Examples of offenses, which generally require discipline and which may result in discharge, are as follows:

1. Absenteeism
2. Failure to record work time accurately
3. Failure to report an accident or injury to a student, visitor, or self.
4. Failure to report to work on time
5. Leaving CBU premises or work area without permission during work hours; unexcused absences
6. Malicious mischief
7. Misuse of sick leave privileges and benefits
8. Neglect of duty or inattention to duty
9. Productivity not up to standards
10. Sleeping during working hours
11. Violation of, disregard for, safety practices
12. Wasting time, loitering, or loafing at work
13. Failure to maintain satisfactory interpersonal relationships with co-workers and supervisors
14. Gambling on CBU premises
15. Inappropriate behavior in the workplace, including, but not limited to horseplay and threatening, intimidating, coercing, or interfering with fellow employees on CBU property or leased space
16. Failure to disclose a conflict of interest or failure to eliminate a conflict of interest when so directed
17. Failure to cooperate in an investigation
18. Inappropriate behavior toward, or discourteous treatment of, students, visitors, or co-workers including the use of profanity and other harassing statements
19. Negligence or abuse of CBU property or equipment
20. Poor management practices and/or inattention to duty
21. Reporting to work when suffering from alcoholic or drug-related hangover
22. Misconduct in the workplace
23. Abuse of e-mail, electronic communications, and/or computer networks
24. Sexual harassment
25. Violation of CBU policies and procedures

2. The following occurrences are cause for immediate discharge without notice. Since a complete list of specific offenses is impossible, discharge is not limited to the situations described below:

1. Absence without notification or reasonable cause for failure to notify. Such absences for three consecutive work days require no further follow-up prior to termination
2. Any act of fighting on CBU property or leased space

3. Conviction or felony
4. Falsifying personnel or pay records, including application for employment; clocking the time record or signing the time sheet for another employee
5. Falsifying official CBU records and documents
6. Forging e-mail, such as sending an e-mail communication in someone else's name
7. Immoral or indecent conduct on CBU property or leased space or conduct which brings discredit to CBU
8. Inexcusable neglect of duties, insubordination, or disobedience
9. Stealing from fellow employees, CBU, or others on CBU property or leased space
10. Theft, misappropriation of funds, and/or unauthorized use or removal of CBU property
11. Possession of firearms, knives, or other weapons and ammunition
12. Unauthorized release of confidential or official information
13. Reporting to work under the influence of intoxicants, including alcohol, non-prescribed drugs, or illicit drugs
14. Unlawful possession, use, manufacture, distribution, or dispensing of illicit drugs, controlled substances, or alcoholic beverages during the employee's work period, whether on the premises of CBU or at any other site where the employee is carrying out assigned CBU duties

## **7.6 Personal Appearance, Dress Code, and Uniforms**

Use good judgment at all times regarding personal appearance. Employees are expected to dress appropriately, to be neat, to wear clean clothing, and to be careful of personal hygiene. Employees must adhere to departmental special dress standards or established uniforms. Flagrant violations of commonly accepted standards of cleanliness or dress may be cause for disciplinary action. If employees have any question concerning the standard of dress for their areas, they should ask their supervisors.

## **7.7 Rowdiness**

All employees are expected to behave in a professional, business-like manner at all times. Rowdiness is not permitted on CBU premises. Such conduct is a serious matter that may result in injury to employees and that could lead to discharge.

## **7.8 Alcohol and Other Drugs**

CBU is committed to provide employees with a drug-free, healthful and safe workplace. To promote this goal employees are required to report to work in appropriate mental and physical condition to perform their jobs in a safe and satisfactory manner.

CBU employees, including student employees, are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use, or being under the

influence of illegal drugs, or alcohol on the University campus or as part of University activities.

The moderate use of alcohol by individuals of legal age is permitted at University sponsored social events and while conducting business-related activities on or off CBU premises.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner, and does not endanger other individuals in the workplace.

### **7.9 Smoking/Nonsmoking**

CBU wishes to protect the health of its faculty, staff, students, and visitors from the hazards associated with inhaling smoke from tobacco products within the confines of University buildings and facilities.

All buildings, facilities, and spaces owned, rented, or leased by the University are nonsmoking areas with the exception of individual suites in University housing and spaces leased by the University to third parties for uses not related to CBU subject to the provisions of a contract.

Signs posted at all main building entrances and located throughout buildings will advise occupants that smoking is prohibited. All employees and students are expected to be good stewards of the University's property and grounds, and individuals who choose to smoke outside of, but near, CBU buildings are expected to place the remains of tobacco products in proper receptacles.

### **7.10 Solicitation Protection**

Employees who are in any CBU area to perform their jobs shall not engage in commercial solicitation or vending. This includes selling, delivering, or collecting for products, insurance, etc. Also CBU telephones or other equipment should not be used for these activities.

Non-employees are prohibited from entering any CBU facility, except in the public areas, for the purpose of contacting employees regarding their working conditions, hours, or wages.

The conduct of any activity on CBU property shall be in such a manner as not to obstruct, or unreasonably interfere with, legitimate business or the free flow of traffic by persons rightfully using the grounds or facilities.

## **General Information**

## **8.1 Identification Cards and Name Badges**

CBU employees should carry their CBU identification cards with them while on duty. New employees or employees who have lost their identification cards should go to the main Security Office, located in Saint Joseph Hall, to obtain a new card. There will be a small fee for replacing lost or destroyed identification cards. These cards are required for identification for use in CBU facilities such as the library and the gymnasium; for discounts available in the bookstore; and for other special events. Upon termination of employment, an employee must turn in his or her ID card to the Human Resources Office.

## **8.2 Issuance of Keys**

In order to maintain maximum security, the following procedures must be followed by those requesting keys to CBU property. "Key Request" forms are available from the Maintenance/Building and Grounds Department. The appropriate department head for that area must authorize the key request. Exterior building key requests should also have a major administrative officer's approval. Keys are not transferable and should not be passed from one employee to another.

At termination from CBU, all keys must be turned in to the supervisor, department head, or the Security Office.

## **8.3 Campus Mail System**

The campus mail system exists for the delivery of official interoffice/interdepartmental mail. Correspondence from non-CBU entities such as corporations, companies, and nonprofit organizations must be processed through the United States Postal Service. Once processed, it will be sorted and placed in the appropriate mailbox for pick-up.

Unless a person lives on the CBU campus in a building served by the CBU Post Office, personal mail should not be regularly delivered to the person at his or her CBU address. Also, under no circumstances may the postage for personal mail be charged to a CBU account.

It is the responsibility of each department to pick up their mail daily. Should a person or department having an assigned mailbox be unavailable for daily pickup, the CBU Post Office should be notified beforehand or as soon as possible.

## **8.4 Personal Use of CBU Vehicles**

CBU vehicles may not be used for personal purposes except as stipulated by state or federal regulations or as approved by the CBU President.

## **8.5 Use of Employee Personal Vehicle for CBU Business**

CBU employees use their personal vehicles on CBU business at their own volition and at their own risk. CBU does not maintain insurance to cover the loss or damage of an employee's personal vehicle in the event of an accident while on business. A supervisor must not request an employee to use his or her vehicle for CBU business. The use of one's personal vehicle for CBU business is totally at the option of the employee. Alternate means of transportation should be used whenever the performance of one's duties for CBU requires the use of transportation.

### **8.6 Safeguarding CBU Equipment**

Personnel who handle CBU equipment are responsible for the care and security of that equipment while it is under their control. Employees are not permitted to use CBU equipment for personal reasons. Unauthorized use or removal of CBU equipment or property may be cause for immediate discharge. If found guilty of carelessness or mischievous, malicious, or willful destruction of CBU equipment or loss of property, employees may be required to pay for the repair, recovery, or replacement of such equipment or property. In addition, this may be grounds for immediate discharge.

### **8.7 The Telephone**

Prompt, courteous answers to telephone calls should be a self-imposed rule. It is good practice for employees to identify themselves and their department when answering or making a call. Personal long distance calls must not be charged to CBU telephone numbers.

If it is necessary to make a personal long distance telephone call from a CBU telephone, the call must be charged to a personal telephone credit card, placed as a collect call, or charged to a third number that is not a CBU telephone number. In areas where they are allowed, personal telephone calls should be kept to a minimum. Supervisors are required to observe the frequency of such calls and warn employees who use the phone excessively for personal calls.

### **8.8 Copyrighted Materials**

All CBU employees are expected to be familiar with and to abide by the terms of the Copyright Act of 1976 and its limitations on copying copyrighted works. Photocopying (or reproduction by any other means) of copyrighted materials, except that covered by the "fair use" doctrine, is actionable at law and each individual is personally responsible should the copyright owner take issue with a questionable "fair use" situation. The Director of the CBU Library is designated as the Campus resource person concerning copying questions and the latest copyright legislation

### **8.9 Patent and Copyright Policy**

It is the desire of the Faculty, Administration, and Board of Trustees of Christian Brothers

University to establish a policy regarding copyrights and patents which will protect the rights of all faculty, staff, and students (henceforth: “originators”) who create such copyrightable or patentable material, while at the same time ensuring just compensation to the University for any support of these efforts. It is especially to be hoped that the terms of this Policy shall encourage originators not only to pursue profitable professional endeavors, but also to share these profits voluntarily with the University.

1. Normally copyrightable materials and patentable inventions and processes developed by originators working or studying at Christian Brothers University, whether on their own time or during the course of their university-related duties, shall remain wholly their own property. This is particularly pertinent in the case of one-time developments as opposed to continuing processes.
2. Course materials, including but not limited to course web pages and web supplements, developed by faculty members of Christian Brothers University shall remain the property of the members with the provision that materials developed while working at CBU may be used without charge by any other CBU faculty members when teaching at CBU. Exceptions to this policy should be made in writing with the Academic Vice President.
3. Under certain conditions, the University may be entitled to share in the profits generated by originators from copyrights and patents, e.g., if such activity is sponsored by the University through a specific agreement for that purpose, in which case the terms of the agreement shall govern the determination of ownership. Suggested terms of such agreements include the following:
  - a. The University may request 10% of net profits over \$50,000 when earned from copyrights or patents resulting from activity of an originator while on sabbatical leave.
  - b. The University may request a share of profits if the University expended funds (e.g. release-time salary, operating budget, special funds) specifically for the purpose of allowing the originator to develop the profit-generating project. Such sharing should not ordinarily exceed 30% of net profits up to full reimbursement of the amount funded and 10% thereafter.
  - c. If no specific funds are allocated by the University but the originator makes substantial use of University facilities and/or time normally devoted to university-related duties during the development of the profit-generating project, the University may request 10% of the net profits as a condition for permitting such activities to continue.
4. If copyrightable materials and patentable inventions or processes are developed in the course of an agreement (e.g. a research grant) between the originator and some outside agency, the terms of such agreement shall determine ownership of rights to the proceeds. If no ownership claim is asserted by the outside agency, the originator shall retain complete ownership of rights, unless the University has made prior

stipulations with the originator during negotiations with the granting agency, as in Number 3.

5. All arrangements referred to in Numbers 3 and 4 should be made between the originator and the Academic Vice President. It should also be noted that originators may surrender their interests in their developments and/or share their proceeds beyond those suggested in Number 3; any arrangements to that effect should also be made through the Academic Vice President.
6. The University will honor past intellectual property rights and compensation agreements relating to online and hybrid courses designed before May 15, 2009. After this date, the University will compensate instructors who develop new online or hybrid courses in accordance with a schedule agreed upon by the administration and the Faculty Assembly.

## **Safety, Health, and Emergency Measures**

### **9.1 Health and Safety: Overview**

It is the duty of every CBU employee to conduct his or her work assignments with the utmost safety. Employees should observe established safety rules and procedures. Supervisors should insure that work assignments are safe and free from any hazard, and that appropriate safety equipment is provided and used when required.

### **9.2 Reporting of Unsafe Conditions and Injuries**

All unsafe conditions such as wet or slippery floors, defective or broken equipment, blocked corridors, and unsafe work practices contribute to accidents and should be reported to the supervisor immediately. Likewise, all work-related injuries and illnesses must be reported to the supervisor. Supervisors should report unsafe conditions or practices to the Director of Building and Grounds. Supervisors should call the Security Office to report work-related injuries and illnesses. Security will make out the "First Report Of Injury," a copy of which will be given to the Human Resources Department.

### **9.3 Emergency Preparedness and Evacuation**

Should it become necessary to evacuate a building, all building occupants should proceed to the nearest exit, move away from the building, and assemble in a location predetermined by each department or building administrator. This will provide a quick and easy way to account for all personnel. It is also important for the Fire Department to have clear and unobstructed access to the building. Do not return to the building unless told to do so by the Fire Department, Police, or the Campus Security.

### **9.4 Other Emergencies -- Contacting CBU Security**

In case of any emergency on the campus, call the CBU Security at extension 3550 on campus, 321-3550 off campus, or use one of several strategically placed emergency phones located on the campus to report the emergency. Assistance will be sent immediately.

The person should give the following information:

1. Name
2. Nature of the emergency
3. Exact location
4. Name of the supervisor, if this is pertinent.

## **Unusual Circumstances and Emergencies**

### **10.1 Time Lost to Bad Weather or Other Emergencies**

Occasionally the Memphis area experiences bad weather with snow and ice on the roads making it difficult for employees to get to work. Sometimes it may be considered prudent by the administration to suspend normal scheduled CBU activities. When CBU declares a weather emergency the local news media will be notified as to the length of the closure and when further updates will be issued.

Upon announcement of closure, essential personnel should report to work as previously instructed. Those employees who are required by their supervisors to remain on the premises or to be available immediately after completing their assigned shift will be paid on an overtime basis.

It is an essential employee's responsibility to contact his or her supervisor during such emergencies to report the conditions that are peculiar in particular situations. Supervisors should know on whom they can depend for covering their operation and which employees can be present or can be available.

### **10.2 Lost and Found**

Articles found on the premises should be turned in to the supervisor or department head. Usually such items are turned over to the CBU Security Office.

### **10.3 Search Policy**

CBU will not conduct random examinations of personal property and effects. However, under certain circumstances where reasonable suspicion exists, CBU reserves the right of search and/or surveillance on CBU property by designated officials of CBU and/or government law enforcement officials. The right of search and surveillance will apply to employees, their possessions, and CBU-issued equipment and containers under employee control and all other

property on CBU's premises, whether owned by the employee or not.

## **10.4 Security**

In the event of an emergency or breach of security, call the CBU Security Office at extension 3550 on campus or 321-3550 off campus. At various points on the campus, emergency telephones with direct connection to the CBU Security Office have been installed.

## **Further Questions**

### **11.1 Human Resource Management Matters**

The Human Resources Department is responsible for the following areas:

#### 11.1.1 Benefits

Insurance: Health, dental, life, accidental death and dismemberment, short and long term disability, and flexible spending accounts.

Retirement: CBU retirement program

This office assists with completion of all benefit enrollment forms and claims.

#### 11.1.2 Compensation

Services include:

1. Reviewing and updating position descriptions
2. Recommending salary ranges and wage salary scales
3. Participating in salary surveys
4. Answering questions concerning the Fair Labor Standards Act (Wage and Hour Law)
5. Assisting with performance evaluations.

#### 11.1.3 Relations

The Human Resources Department is responsible for assisting the management of each CBU department with the fair and effective management of its staff in order to avoid problems. This involves the following types of activities:

1. Policy interpretation and advice to managers
2. Employee counseling
3. Problem solving

4. Grievances
5. Equal Employment Opportunity
6. Sexual harassment complaints
7. Disability accommodations
8. Unemployment compensation matters
9. Exit interviews
10. Service awards
11. Tuition Remission
12. Salary advances
13. Voluntary annuities
14. Performance Appraisal Program

#### 11.1.4 Employment

The Human Resources Department is responsible for assisting departments in filling their human resources requirements through the following services:

1. Recruitment, screening, interviewing, and referral of qualified candidates
2. Professional career counseling services for employees
3. Transfers and promotions
4. Provision of qualified temporary personnel for user departments
5. Applicant tracking

#### 11.1.5 New Employee Orientation

The Human Resources Department is responsible for new employee orientation through one-on-one individual meetings with new employees, and a once a year new employee informational joint meeting.

#### 11.1.6 Records Administration

The Human Resources Department is responsible for personnel file maintenance and human resource database management through the following functions:

1. Processing of all personnel action papers
2. Verification of employment
3. Answering reference inquiries concerning former employees
4. Processing name and address changes

#### 11.1.7 Faculty/Staff Directory

The Human Resources Department is responsible for the annual update, publishing, and distribution of the Faculty/Staff Directory.

## **11.2 Payroll/Business Office**

Employees should contact the Payroll Supervisor located in the Business Office if they have questions concerning deductions and the computation of their wages.

**Please print, sign, and return this Acknowledgement page to Human Resources (Barry Hall, Room 33) within the first week of your employment. Thank you.**

### **Acknowledgement**

**I have received my copy of the Christian Brothers University Personnel Handbook. I will familiarize myself with the information in this booklet and understand that it constitutes the general personnel policies of this University, and is not being considered as a contract**

**of employment.**

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_