Dear Fellow Employee:

This handbook is designed to acquaint you with the University and provide you with information about working conditions, employee benefits and some of the policies affecting your employment. You should read, understand and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Bradley University to benefit employees. One of our objectives is to provide a work environment that is conducive to personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. This handbook is not an employment contract and is not intended to create contractual obligations of any kind.

As the University continues to evolve, the need may arise to change policies described in the handbook. The University, therefore, reserves the right to revise, supplement or rescind any policies or portion of the handbook from time to time, as it deems appropriate, in its sole and absolute discretion.

Matters not explored or fully covered by the handbook should be brought to the attention of your supervisor.

Sincerely,

Nena M. Peplow, SPHR
Director of Human Resources
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The University

Founded by Lydia Moss Bradley in 1897, Bradley University is a private, independent university offering undergraduate, graduate and continuing education programs in the liberal and fine arts, the sciences, business administration, communications, education, engineering and the health sciences. Our residential campus of 6,000 students blends large school opportunities with a small school personality where there is a commitment to excellent teaching and personal attention to students. Bradley’s comprehensive programs offer an effective integration of liberal education, professional preparation and personal and social development.

Our Vision

Bradley University is committed to excellence. Already one of the best private comprehensive universities in the Midwest, Bradley will be one of the finest institutions of its type in the nation.

Our Mission

Bradley University develops leaders, innovators and productive members of society within a passionate and respectful community whose dedicated faculty and staff promote active, collaborative learning across academic, geographic and cultural boundaries.

We recruit, develop and support faculty who are passionate educators and outstanding scholars whose research and creative contributions benefit society. We expect and reward pedagogy and scholarship of exceptional quality and influence.

A distinctive feature of Bradley University is our cohesive sense of community that unites faculty, students, staff and alumni. Our tradition of collective responsibility is founded on a commitment to the values of academic freedom, civility, diversity and respect for the individual. Our exemplary system of shared governance both represents and sustains our sense of community and fundamental values.

We promote and facilitate collaboration among all members of the University community. Students learn teamwork and leadership through group projects and collaborate with faculty on research and creative production. Likewise, faculty collaborate with colleagues across departmental, college and institutional boundaries to elevate the quality and impact of their work. The University’s strategic partnerships with business, cultural and governmental institutions provide benefits to the community and society and create additional learning opportunities for students.
Organization and Administration

History

Bradley University was founded in 1897 by Mrs. Lydia Moss Bradley in memory of her husband, Tobias Bradley, and her children. Bradley was established "to furnish its students with the means of living independent, industrious, and useful lives by the aid of knowledge of the arts and sciences." Originally called Bradley Polytechnic Institute, the institution was renamed Bradley University in 1946.

Through the first 23 years of its existence, from 1897 to 1920, Bradley served as a four-year prep school (Lower Academy) and a two-year junior college (Higher Academy). In 1920, the decision was made to develop Bradley Polytechnic Institute into a small four-year college, and the Lower Academy was dropped. The Higher Academy was expanded to offer the Baccalaureate Degree.

Bradley University assumed its present form in 1946, when the booming post-war enrollment encouraged the Trustees and the administration to transform the institution into a medium-sized university, divided into various colleges and schools, and adding a graduate program to the curriculum. Prior to the war period, Bradley's enrollment had always remained at the 1,000 level, but the influx of students and the resulting change of offerings brought about an enrollment of 5,000 students after the war.

Throughout these changes the institution has maintained Mrs. Bradley's original goal that it remains "non-partisan, non-sectarian and independent.”

Board of Trustees

Bradley University is controlled by a Charter invested in a Board of Trustees consisting at any given time of not less than 21 and no more than 40 members, including the President of the University. The President reports to the Board of Trustees. The Board of Trustees is responsible for determining the basic policies that govern the University.

It appoints the President, counsels with the President, and reviews the administration of University affairs. The Chairperson of the Bradley University Senate and the President of the Bradley Student Senate, during the terms of their offices, attend all regular meetings of the Board of Trustees and take such part therein, without vote, as the Board of Trustees determines.

University Administration

The President is the chief administrative officer of the University and has primary administrative responsibility for the conduct of University activities as delegated by the Board of Trustees. All University matters requiring action by the Board of Trustees are brought to its attention by the President.
The officers of the administration who report directly to the President are the Provost and Vice President for Academic Affairs, the Vice President for Business Affairs, the Vice President for Advancement, the Vice President for Student Affairs, the Associate Vice President of Communications and the Director of Athletics. The Provost and Vice President for Academic Affairs acts on behalf of the President, in his/her absence.

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

Additional Information

Additional information about Bradley University can be found in the University Library, Catalogue, Office of University Publications, and specific division/unit publications.
CHAPTER 1

Employment
Nature of Employment

Employment with Bradley University is voluntary. The employment relationship is as described, if given, in the contract offered by the University and agreed to by the employee.

Policies set forth in this Handbook do not create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Bradley and employees covered by the Handbook. The provisions of the Handbook have been developed at the discretion of management and may be amended or cancelled at any time at Bradley’s sole discretion.

The University reserves the right to revise, supplement or rescind any policies or portion of the Handbook as it deems appropriate, with or without notice, in its sole and absolute discretion.
Equal Opportunity/Affirmative Action Policy Statement

Bradley University is committed to a policy of non-discrimination and the promotion of equal opportunities for all persons regardless of age, color, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation or veteran status. The University also is committed to compliance with all applicable laws regarding non-discrimination, harassment and affirmative action.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Department. Employees can raise concerns and make reports without fear of reprisal.
Discrimination

Age Discrimination
Bradley University will not refuse to hire or terminate any individual or otherwise discriminate against any individual because of such individual’s age. Federal and state laws provide restrictions on the hiring of individuals below certain age levels.

Veterans
Bradley University will not discriminate against disabled veterans, veterans of the Vietnam era or veterans with an unfavorable military discharge as defined in the Illinois Human Rights Act.

Gender Discrimination
Bradley University is committed to providing a positive work environment for all employees free from gender discrimination. Gender discrimination is defined as an action that results in different treatment to anyone based on gender. This policy applies to all phases of employment, including but not limited to hiring, training, promotion, compensation, benefits and termination.

Handicap/Disability Discrimination
No qualified handicapped/disabled person shall, on the basis of handicap/disability (with reasonable accommodation on the University’s part) be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under programs, activities or employment. A handicapped/disabled person is defined as one who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

National Origin Discrimination
National origin discrimination is defined broadly as including, but not limited to, the denial of equal employment opportunity because of an individual’s, or his/her ancestors’ place of origin; or because an individual has the physical, cultural or linguistic characteristics of a national origin group.

The University will not discriminate in its programs, use of its facilities or any employment practice because of the national origin of an individual or group.

Racial Discrimination
Bradley University reaffirms the principle that its employees and students have a right to be free from racist actions in the form of racial discrimination by any member of the University community or by any unfair or inappropriate treatment accorded as a result of one’s race or ethnic background.
Racial discrimination is defined as different treatment of members of underrepresented groups as a result of race. Decisions and actions based upon race or ethnic considerations have no place in the University community.

Bradley University does not tolerate discrimination and commits its efforts to educate its students and staff that the understanding of and sensitivity to this issue is paramount in the world both inside and outside the University. This policy applies to all phases of employment, including, but not limited to, hiring, training, promotion, compensation, benefits and termination.

Religious Discrimination

The University will not discriminate in its programs, use of facilities or any employment practices because of religion or religious practices of an individual or group. The University will make reasonable accommodation (those accommodations that would not result in undue hardship in the operation of University business) for religious orientations. Bradley University reaffirms the principle that students and employees have a right to be free from harassing or discriminatory behavior by any member of the University community or by any unfair or inappropriate treatment accorded as a result of one’s religion.

Sexual Orientation Discrimination

Illinois State Law (Senate Bill 3186), prohibits discrimination against an individual because of his/her sexual orientation. The University will not seek information regarding a person's sexual orientation, and shall not keep any record of such orientation, with the exception of application materials for domestic partner health insurance coverage. Sexual orientation as defined in the Illinois Human Rights Act will not be a factor in decisions concerning employment status.

Employees in the University community seeking redress in any of the above areas should contact the Human Resource Department (239 Sisson Hall, Ext. 3223) or use the established University grievance process.

Genetic Discrimination

Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment. GINA also restricts employers’ acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about family members (family medical history); and requests for or receipt of genetic services by applicant, employees, or their family members.

Harassment
Bradley University reaffirms the principle that its students and employees have a right to work in an environment free from harassment. Bradley University does not tolerate harassment and commits its efforts to educate its students and staff that the understanding of and sensitivity to this issue is paramount in the world both inside and outside the University.

Harassment is any verbal or physical conduct that denigrates or shows hostility toward an employee because of the employee’s race, ethnicity, national origin, disability, age, gender, unfavorable military discharge, military status or other basis which may be protected by applicable law. Harassment occurs when such conduct has the purpose or effect of interfering with an employee’s work performance, creating a hostile or offensive work or educational environment or otherwise adversely affecting an employee’s employment opportunities.

Harassment includes epithets, slurs, negative stereotyping, insulting or degrading words or actions. Harassment also includes threatening, intimidating or violent acts directed against an employee. Harassment may result from the use of written or graphic materials, such as cartoons or jokes.

Bradley University is committed to providing and maintaining a work environment free from all forms of harassment. For that reason, Bradley University does not and will not tolerate harassment. Employees in the University community who feel they have been the victims of harassment are encouraged to seek redress through the Human Resource Department (239 Sisson Hall, Ext. 3223) or the established University grievance process.
Sexual Harassment

Bradley University reaffirms the principle that its students and employees have a right to work in an environment free from sexual harassment. Bradley University does not tolerate sexual harassment and commits its efforts to educate its students and staff that the understanding of and sensitivity to this issue is paramount in the world both inside and outside the University.

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

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

Verbal or physical conduct need not be of a sexual nature to constitute sexual harassment. Hostile conduct motivated by gender may be sexual harassment.

In all cases, sexual harassment undermines the integrity of the University and is not tolerated.

Employees in the University community who feel they have been the victims of sexual harassment are expected to seek redress through the established University grievance process or the Human Resource Department. (For specific information on Bradley's procedures in the event of a claim of sexual harassment, see (Grievance Section page 5-6) Employees seeking redress or information should contact the Human Resource Department (239 Sisson Hall, Ext. 3223).
Policy on Sexual Harassment

It is the policy of Bradley University to provide a workplace for every employee and a campus for all students which are free from sexual harassment. Sexual harassment in the work environment and sexual harassment in higher education are civil rights violations under Illinois law.

Definitions

In the work environment, "sexual harassment" means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submissions to such conduct is either explicitly or implicitly 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 decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Description of Sexual Harassment

Sexual harassment prohibited by this policy includes verbal, non-verbal, or physical conduct. The terms "intimidating," "hostile," or "offensive" as used include conduct which has the effect of humiliation, embarrassment or discomfort. Examples of verbal conduct which may have such an effect include: explicit sexual propositions, sexual innuendo, suggestive comments, foul or obscene language, insults of a sexual nature, and humor or jokes about sex or gender-specific traits. Examples of non-verbal conduct which may have such an effect include: suggestive or insulting sounds, obscene gestures, display of foul or obscene printed or visual material. Examples of physical conduct which may have such an effect include: sexual touching, patting or pinching of a sexual nature, intentional brushing of the body, coerced sexual intercourse, and sexual assault.

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the above definitions. In listing these examples, we do not intend to infringe on academic freedom nor discourage discussion of controversial issues.

Retaliation Protection

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

Prevention of harassment must begin at an early stage in the occurrences. It should begin with the affected employee indicating clearly that the conduct is unwelcome and request it cease.

Failing in the first step, the next step is for the employee to make a complaint to the offending person's supervisor or Bradley's EEO/AA Officer. The supervisor or EEO/AA Officer shall act promptly to investigate and take appropriate action to prevent further occurrences and advise the complainant of the appropriate mechanism for complaint resolution.

Sexual harassment complaints may be informally resolved. If the informal process is unsuccessful, formal resolution is achieved by means of the appropriate grievance policy (see page 5-6).

Penalties for substantiated sexual harassment of any kind include the full range of discipline available under Bradley's policies from a reprimand to immediate termination. The penalty in a given case will depend on all relevant facts and circumstances.


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

- **Illinois Department of Human Rights**
  
  222 S. College, Room 101A
  
  Springfield, IL 62704
  
  Telephone: (217) 785-5100

- **Illinois Human Rights Commission**
  
  Stratton Building, Room 404
  
  Springfield, Illinois 62706
  
  Telephone: (217) 785-4350

Under the Act, a charge must be filed with the IDHR within 180 days of the alleged unlawful conduct, which, after IDHR investigation, may result in adjudication before the Illinois Human Rights Commission. Further details on this process may be obtained from the IDHR or the Illinois Human Rights Commission.
Employee Relations

Bradley believes that the work conditions, wages and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. Employees who have concerns about work conditions or compensation are strongly encouraged to voice these concerns openly and directly to their supervisors.

Experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications clear, and attitudes positive. It is believed that Bradley amply demonstrates its commitment to employees by responding effectively to employees concerns.

Guidelines for Appropriate Conduct

All employees are expected to follow acceptable business and professional principles in matters of business and personal conduct as Bradley University employees; to accept responsibility for the appropriateness of their conduct; and exhibit a high degree of personal and professional integrity at all times. It is impossible to list all forms of conduct that might be considered inappropriate. Certain behaviors (such as theft, fighting, threats of violence, violation of the alcohol and substance abuse/use policy, insubordination, falsification of records) are clearly unacceptable at any time in any workplace. Other forms of conduct (such as failure to cooperate with other employees, harassing or intimidating others, rudeness), while often more subtle, are equally unacceptable.

The University expects all employees to adhere to the following general principles:

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

Unsatisfactory performance, work habits, overall attitude, conduct or demeanor, violation of University policies, procedures or guidelines or any other behavior or conduct deemed inappropriate by the University may be subject to disciplinary action up to and including termination of employment.
Behavior of Employees

To assure orderly operations and provide the best possible work environment, Bradley University expects employees to follow rules of conduct that will protect the interests and safety of all students, employees and the University.

All employees are expected to conduct themselves and behave in a manner that is conducive to the efficient operation of the University. Examples of such conduct include but are not limited to the following:

- Reporting to work according to schedule.
- Notifying the supervisor when the employee will be absent from work, or is unable to report for work on time.
- Complying with all University safety and health regulations.
- Smoking under guidelines established by Bradley University. See Non-Smoking Policy Section (Page 1-22).
- Maintaining a professional personal appearance always by being properly attired for the work being performed.
- Performing assigned tasks efficiently.
- Refraining from behavior or conduct deemed offensive or undesirable, or which is subject to disciplinary action.

The following are examples of, but not limited to, conduct that is prohibited.

- Theft or inappropriate removal or possession of property.
- Working under the influence of alcohol or illegal drugs, narcotics or other intoxicants.
- Possession, distribution, sale, transfer or use of alcoholic, illegal drugs, narcotics or other intoxicants in the workplace, while on duty or operating University-owned vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Negligence or improper conduct leading to damage of University-owned property.
- Insubordination or other inappropriate conduct.
- Violation of safety or health rules.
- Smoking in prohibited areas.
- Sexual or other unlawful harassment or discrimination
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- Excessive absenteeism or any absence without notice.
- Unauthorized disclosure of proprietary or confidential information.
- Violation of personnel policies.
- Unsatisfactory performance or conduct.
- Falsifying any University record or report or failure to abide by Federal Education Records Privacy Act (FERPA).
- Any acts in violation of the law.
If an employee is suspected of drug/substance abuse, it should be reported at once to that employee’s supervisor.

If employees feel they need assistance in resolving a concern or problem, they should not hesitate to contact the Human Resource Department for assistance and/or appropriate referral.
Nepotism

Relatives of persons currently employed by the University may be hired only if they will not be supervising or supervised by a relative.

If already employed, they cannot be transferred into such a relationship. If the relative relationship is established after employment, the University will determine an appropriate employment assignment.

In other cases involving relatives, even if there is no supervising relationship involved, the parties may be separated by reassignment or termination of employment.

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

To ensure that employees are able to perform their duties safely, medical examinations may be required.

Current employees may be required to take medical examinations to determine fitness for duty. Such examinations will be scheduled at reasonable times and intervals performed at Bradley University’s expense.

Information on an employee’s medical condition or history will be kept separate from other employee information and maintained confidentially.
Immigration Law Compliance

Bradley University is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the Form I-9 if they have not completed one with Bradley University within the past three years, or if their previous Form I-9 is no longer retained or valid.
Conflicts of Interest

Within the University community there are numerous situations whereby faculty and staff invest in private enterprise or engage in outside activities. Each of these investments or activities should be carried on with the understanding that the employee is expected to act in the best interest of the University to the exclusion of considerations of personal preference and private gain. As a University community, we must ensure operations and activities are handled with the utmost integrity. To help ensure this, the University has concluded it proper to set forth in writing this policy regarding conflicts of interest for administrative/professional staff.

The University has many obligations to others; therefore, a high degree of personal responsibility, integrity and the exercise of judgment on the part of University representatives are essential when University representatives conduct University business. These transactions must withstand the sharpest scrutiny.

The best way to ensure propriety and to avoid even the semblance of wrongdoing is for all University administrative and professional staff (hereby referred to as “University representatives”) to follow a practice of full prior disclosure in writing of any association, relationship, business arrangement, or circumstance that might suggest to disinterested and objective investigators that decisions were made contrary to the best interest of the University and were made for personal gain or gain of family or business associates. All such prior disclosures should be done through appropriate Directors to the appropriate Vice President.

Although it is not practical to enumerate all situations that might involve questions of ethical conduct or conflict of interest, the following examples are situations that are considered to be in conflict with University interest or violation of trust:

1. **Use of University Resources.** For a University representative to make unauthorized use of any University resources, including the services of University employees, for his or her own personal benefit.

2. **Disclosure of Confidential Information.** For a University representative, without proper authority, to give or release to anyone not authorized to receive such information, any data of a confidential nature secured through employment.

3. **Acceptance of Gifts.** For a University representative or any dependent member of his or her family to accept from any organization or person doing or seeking to do business with the University a loan or a gift or favor of more than nominal value. This paragraph should not be deemed to prohibit normal loans made in ordinary course of business from banks or financial institutions that may have or expect to have relations with the University.

4. **Provision of Gifts.** For a University representative or any dependent member of his or her family to provide a gift or favor of more than nominal value to any organization or person doing or seeking to do business with the University.
5. **Interest in Supplier.** For a University representative or any dependent member of his or her family to have an interest in any organization that has, or is seeking to have, business dealings with the University where there is an opportunity for preferential treatment to be given or received except (a) with the knowledge and written consent of the appropriate Vice President or (b) in any case where the interest is not material.

6. **Competition with University.** For a University representative or any dependent member of his or her family, directly or through a corporation in which he or she has a substantial interest, to engage in any other enterprise for remuneration when the activity is in direct competition with the University, except with the knowledge and written consent of the appropriate Vice President.

7. **Property.** For a University representative or any dependent member of his or her family to buy, sell or lease any kind of property for or to the University or to any organization or person that is or is seeking to become, a supplier or competitor to the University, except with the written approval of the appropriate Vice President.

8. **Employment by Supplier.** For a University representative to serve as an employee, officer or director of, or as a consultant to, or to be otherwise employed by any company doing or seeking to do business with the University, except with the knowledge and written consent of the appropriate Vice President.

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

In specific situations, where there is any question of interpretation of the above policies, a university representative should first consult with his or her supervisor. If there is still any reasonable doubt as to the proper action, the full situation should be presented to the Vice President for review and decision.

This is a statement regarding conflicts of interest and ethics. It is not intended to cover detail, but is merely a general policy guide. As always, the University and its Divisions must place their basic reliance on the integrity, good judgment, and high ethical standards of the individual.

Each Division will provide employees with a conflict of commitment disclosure to be completed on an annual basis. Changes that occur following completion of the conflict of commitment disclosure statement should be submitted in writing to the appropriate vice president or athletic director for inclusion in the personnel file. These disclosures are important to maintain open and prudent business dealings.
Off Campus Activities by Employees

Political Activities of Employees

Employees, as citizens, are free to engage in political activities. When necessary and possible, leaves of absence may be given for the duration of an election campaign or a term of office, with timely application, and for a reasonable period of time. The terms of such leave of absence shall be set forth in writing.

Public Addresses by Employees

The University recognizes the values of employee addresses delivered to professional, civic, cultural and other groups and, therefore, encourages administrative and professional employees to engage in such activity provided the matter being discussed is within the realm of professional competence of the employee involved.

In accordance with the principle of academic freedom, the University recognizes the right of employees to speak on matters of a controversial nature, provided they exercise care to ensure that their remarks are not construed as representing the official position of the University.

Before accepting speaking engagements that interfere with the regularly-assigned campus duties, employees must secure approval.
Non-Disclosure of Proprietary Information

Bradley University's affairs should not be discussed with anyone outside the University except when required in the normal course of business. Employees handling confidential information are responsible for its security. Extreme care must be exercised to ensure that it is safeguarded. Nothing contained in these guidelines is intended to prohibit the disclosure to outsiders of information about the University that is routinely made available to the public by advertisement or otherwise, such as the nature of the University's academic programs, services and business hours. Violation of this expectation shall be a disciplinary matter up to and including termination.

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

- Compensation data
- Financial information
- Pending projects and proposals
- Scientific data
- Scientific formulas
- Technological data
- Technological prototypes

Employees may be required to sign a Non-Disclosure Agreement as a condition for employment. Any employee who discloses inappropriate or confidential business information will be subject to disciplinary action (including termination) and legal action, even if he or she does not benefit from the disclosed information.
Privacy of Student Records

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

Release of Information

Central to the privacy policies is the designation of specific student data as "directory information:" 

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

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

Non-directory information on all students is confidential. It is made available to University employees for legitimate educational purposes. Release of personally identifiable non-directory information to third parties requires written approval from the student, unless the third parties are legal authorities, federal, state or accrediting agencies; or appropriate persons in the case of a medical or safety emergency.

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

Student information should be used only to accomplish one's job. Misuse and alteration are grounds for disciplinary action, which may include termination of employment. Employees should follow procedures to protect the confidentiality, accuracy and integrity of student records. Paper records should be secured; such as in locked files and destroyed when no longer needed. Reports and records containing grades and other confidential data should be shredded when they are no longer needed. Computer files should also be deleted when they are no longer needed.

Computer Access to Student Records

Employees with authorized access to AcInquire (student records) are responsible for anything that happens through their BUnetID. Passwords should be confidential and changed every 90 days. Individual, rather than shared, sign-ons are required and can be requested through the Computing Services. Computers used to access student records should be out of view of unauthorized personnel. Only those records needed to do one's job should be accessed.

Student Workers

When possible, student employees should be assigned tasks that do not require them to handle student records. Student employees are responsible for maintaining the confidentiality, integrity and accuracy of student information. This responsibility should be emphasized in their training. Any breaches of confidentiality or misuse of information are grounds for termination of student employment. Offices where student employees have access to non-directory information should consider requiring the student employee sign a statement acknowledging their responsibilities for maintaining the privacy of student records and the expected ramifications if they do not. The Registrar's office can assist the department with a suitable form.

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

Lists and Labels

University offices may request lists of student information through the Registrar's Office. The Executive Director of Housing, Residential Life and Student Judicial System must approve list requests by student and student organizations. All lists and labels are for institutional use only. No information should be released to external parties.

Questions?

Questions regarding privacy of student records may be addressed to the Registrar's Office.
Non-Smoking Policy

The Smoke Free Illinois Act became effective January 1, 2008. The Act mandates Illinois facilities are smoke free with very few exceptions. The Act also prohibits outdoor smoking within a minimum distance of 15 feet from building entrances, exits, windows that open and ventilation intakes. Smoking is also prohibited in any University owned vehicle. Outdoor cigarette receptacles have been removed from all areas where smoking is prohibited as stated above. “No Smoking” signs are posted at all entrances, exits and throughout all University buildings as required by the Act. The Smoke Free Illinois Act is in effect 24/7 and as a result smoking is not permitted in the above referenced areas at any time.

Employees who become aware of any violations of Bradley University’s Non-smoking policy and the Smoke Free Illinois Act should immediately notify the Human Resource Department at Ext. 3223.
Student and Visitor Relations

Bradley University makes an extra effort to provide its students and visitors with the best possible service. Employees are expected to treat students and visitors in a courteous, respectful manner always.

1. Employees should always remember that students and visitors are important and entitled to the same thoughtful treatment that the employee would like to receive. Students and visitors should not be treated in a condescending or impolite manner and kept waiting an unreasonable amount of time.

2. When a student or visitor approaches an employee with a question or complaint, the employee should give the matter his/her immediate attention if possible. If a student or visitor becomes abusive or argumentative and the employee cannot properly handle the situation, the student or visitor should be referred to the employee’s supervisor.
Reaffirmation of the Rights of Invited Speakers on the Campus of Bradley University

(Adopted by the University Senate October 20, 1983.)

(The following statement is adapted from a declaration entitled "On Issues of Academic Freedom in Interference with Invited Speakers" issued by AAUP's Committee on Academic Freedom and Tenure in the Spring of 1983. The committee's statement has been endorsed by the American Council on Education, the National Coalition of Independent College and University Students, the National Organization of Black University and College Students and the United States Student Association.)

Bradley University believes that the freedom to hear invited speakers on its campus is an essential condition for a free University and an inseparable part of academic freedom. Bradley University deplores interferences with the right of the members of its academic community to hear on campus those whom they have invited to speak. The right to access to speakers on campus does not in its exercise imply either advance agreement or disagreement with what may be said, or approval or disapproval of the speaker as an individual. No platform is more appropriate for the discussion of controversial ideas and issues than the college and university campus.

Bradley University reaffirms its expectation that all members of the academic community will respect the right of others to listen to those who have been invited to speak on campus and will indicate disagreement not by disruptive action designed to silence the speaker but by reasoned debate and discussion as befits academic freedom in a community of higher learning.
CHAPTER 2

Employment Status and Records
Employment Categories

It is the intent of Bradley University to clarify the definitions of employment classifications so employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified time.

Employees covered by this Handbook are those designated as EXEMPT from federal and state wage and hour laws (overtime payment). A position is determined to be EXEMPT based on criteria established by The Fair Labor Standards Act (FLSA).

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

**Regular Part-Time** employees are not assigned to a temporary status and are regularly scheduled to work less than the full-time work schedule of 30 hours or more per week. Regular part-time employees are eligible for certain benefits on a prorate basis subject to the terms, conditions and limitations of each benefit program.

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

Appointment Status

By March 1st of each year, every effort is made to notify EXEMPT employees who are to be retained for the following year. Employees are notified in writing the salary they will receive and any special conditions that pertain to their status. Employees are expected to respond no later than the deadline stated in the contract, indicating their acceptance of the terms and conditions stated in the letter referred to above.

In unusual instances, and with the approval of the Director and appropriate Vice President, requests for short-term extensions beyond the stated deadline date may be granted.
Access to Personnel Files

Bradley University maintains personnel records for each employee that is directly related to the individual’s employment with the University.

Each employee’s personnel file contains information required by the University for conducting business or as required by federal, state and local laws. The Illinois Personnel Records Review Act governs employee requests for access to their files.

Employees who wish to review their own personnel file should inform their supervisor in writing who will contact the appropriate Vice President’s office where personnel files are maintained. In accordance with the Personnel Records Review Act, employees may review their own personnel file in Bradley University’s offices and in the presence of designated office personnel. The request for review will be accommodated at least once each fiscal year.

Personal Data Changes

To maintain current personnel records, employees must notify the appropriate Vice President’s Office and complete a Change of Status form regarding any of the following changes:

- Name – new social security card required;
- Address;
- Telephone number;
- Marital status;
- Number of dependents;
- Beneficiary designations for any of the University’s insurance and pension plans;
- Persons to be notified in case of emergency; and
- Any other significant changes to be reflected in the personnel record, including qualifying events* which may allow the employee to effect changes in benefit elections.
- If a change in the number of dependents or marital status occurs, the employee may wish to complete a new W-4 for income tax withholding purposes. This form is available from the Payroll Department.

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* Qualifying events are generally life events that affect the need of employees or their dependents for benefits. The benefit plan documents provide a detailed listing of such events. Full details regarding any of these programs may be obtained by contacting the Human Resource Department.
Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on a regular informal basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job duties, encourage and recognize strengths, discuss positive, purposeful approaches for meeting goals and identify and correct weaknesses.

The performance of all employees is evaluated, formally or informally, at least annually.
Retirement Policy

Bradley University retirement practices for full-time employees are:

The Human Resource Department will provide retirement information to any interested employee. The Human Resource Department is the administrative liaison between Plan providers and employees, and should be consulted regarding changes, retirement, beneficiary changes, and other plan details.

Retirement from Bradley University may be taken after a minimum of ten years of service and attainment of age 62 or older.

The University's group health and life insurance coverage is available to enrolled employees retiring at age 62 or beyond with a minimum of ten years of Bradley service. Retiree contributions for coverage will continue in accordance with University practice and as determined or altered by Bradley University. Employees should be aware that retirement rules for Social Security Benefits differ from those of the University.

In the event of a retiree's death, the University will allow for continuation of group health benefits to the surviving spouse and dependents as mandated by the Consolidated Omnibus Budget Reconciliation Act (COBRA). Benefits are available for a time-limited period. Survivors are responsible for the premiums as stated by the law. Survivors may, of course, secure other health coverage. The Human Resource Department will provide the necessary information to continue coverage and applicable premiums.

As noted in the Education Assistance section, the University will provide mechanisms for the continuation of tuition remission programs in this handbook to a surviving spouse and dependents in the event of the death of the retiree.

The University will hold annual informational meetings for those interested in retirement to provide information regarding relevant issues such as Social Security, TIAA-CREF, and University retirement benefits. Other benefits available to retirees may include:

- Sports events discount tickets
- Bookstore discounts
- Other event discounts
- Use of Markin Family Student Recreation Center Hall
- Library privileges and
- Parking Permit for on-campus parking.

For further information regarding the retirement plan and other retirement-related matters, contact the Human Resource Department.
Employment Termination & Definitions

Bradley University will sever the employment relationship because of an employee's resignation, termination, retirement, or due to a reduction in the work force. Termination may result from employee misconduct or unsatisfactory job performance.

Resignation – voluntary employment termination initiated by an employee. Release from the employment contract must initially be approved by the employee's immediate supervisor and ultimately by the appropriate Vice President.

Discharge – involuntary employment termination initiated by the University.

Layoff – involuntary employment termination initiated by the University.

Retirement – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the University.

Termination for Medical Reasons

Termination for medical reasons will be based upon clear and convincing evidence reviewed by the appropriate Vice President that the employee cannot continue to fulfill the terms and conditions of the appointment. The decision to terminate will be reached only after there has been appropriate consultation and after the employee concerned, or someone representing the employee, has been informed of the basis of the proposed action, has been afforded an opportunity to present the employee’s position and to respond to the evidence. The situation will then be reviewed by the President through the appropriate Vice President.

Termination/Resignation Process

Employees are expected to give thirty (30) days written notice to their supervisor of their intent to resign and requesting release from their contract. Failure to give the required notice may result in ineligibility for re-employment.

An employee shall be paid for any accrued and unused vacation. This payment will be included in the final paycheck on the regular-scheduled pay day in accordance with Illinois State Law.

Employees are required to return issued keys to the Facilities Management Department and any other University property to their supervisor.

An exit interview may be requested through the Human Resource Department by the employee or the employee's supervisor upon termination. The exit interview affords the opportunity to discuss such issues as repayment of outstanding debts to the University and return of Bradley University property. Suggestions, complaints and questions can be voiced during the exit interview.
Employees terminated because of reduction in the work force will be given notice of the termination or pay in lieu of notice. The notice will be the same as for resignations. Accrued vacation and other eligible pay up to the date of termination will be paid to these employees. If a reduction in the work force of selected units becomes necessary, employees in the affected units may be placed on layoff status.

Any employee who is absent from work for three consecutive days without notifying their immediate supervisor of the absence will be considered having resigned.
CHAPTER 3

Employee Benefit Programs
Vacation

Policy

It is the policy of Bradley University to grant annual vacation with pay to regular full-time and regular part-time Administrative and Professional employees in accordance with the guidelines established below:

Guidelines

1. The established vacation year is the fiscal year from June 1 through May 31.

2. Regular full-time (12-month) employees will accrue paid vacation according to the following schedule:

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Monthly Accrual Rate</th>
<th>Maximum # Days Paid Vacation Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 through 5 years</td>
<td>.8333 days per month</td>
<td>10 days</td>
</tr>
<tr>
<td>6 through 10 years</td>
<td>1.25 days per month</td>
<td>15 days</td>
</tr>
<tr>
<td>11 or more years</td>
<td>1.67 days per month</td>
<td>20 days</td>
</tr>
</tbody>
</table>

(To convert to a daily rate, divide a number listed above by the number of work days in a particular month).

3. Vacation is not earned during periods of unpaid leave and extended illness.

4. Vacation may be taken as earned with supervisor approval.

5. Earned vacation may also be taken during the fiscal year following the close of the fiscal year in which it is earned (second eligibility year for use). Any vacation not taken during the second eligibility year for use is lost. Earned vacation is not cumulative past the second eligibility year for use.

6. Regular part-time (12-month) employees who work at least 20 hours per week (1,040 per year) are entitled to vacation on a pro-rata basis. The length of the vacation will be determined on the same basis as for full-time employees, but the pay will be based on the employee's number of part-time hours per week.

Part-time employees working less than an average of 20 hours per week, temporary employees and employees scheduled to work less than 12-months shall receive no vacation.

7. Upon separation from employment with the University, an employee shall receive vacation pay for any accrued and unused vacation. This payment will be included in the final payroll check on the regular-scheduled pay day.
Holidays

Bradley University grants holiday time off to all employees on the following holidays:

Paid holidays to be observed are as follows:

New Year's Day  Labor Day
Memorial Day    Thanksgiving Day
Independence Day Christmas Day

Additional days off given at the discretion of the University are as follows:

Half-Day before Thanksgiving Day
Day after Thanksgiving Day
Christmas Eve Day
Working Days between Christmas Day and New Year's Day
Floating Half-Day

The floating half-day will be granted to all eligible employees on June 1, the beginning of each fiscal year. This half-day must be used by May 31 each year and cannot be carried over into a new fiscal year. If not used by May 31, it will be forfeited. Employees hired on or after March 1 will not be given the floating half-day until June 1 to be used in the new fiscal year.

The University reserves the right to schedule work on an observed holiday.

Bradley University grants paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's contract pay rate (as of the date of the holiday.)

A recognized holiday that falls on Saturday will be observed on the preceding Friday. A recognized holiday that falls on Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee’s paid absence (i.e. vacation, sick leave, etc.) holiday pay will be provided in lieu of the paid time benefit that would otherwise have applied.
Sick Leave

Short-Term Disability

During the regular contract year (June 1 through May 31) for absences due to accident or illness of an employee or immediate family* full-time regular employees’ salary payments will be continued by the University according to the following schedule:

<table>
<thead>
<tr>
<th>Continuous Service</th>
<th>Pay Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than one year</td>
<td>Full pay for one month, 60% for 2 additional months</td>
</tr>
<tr>
<td>One year but less than two years</td>
<td>Full pay for one month, 60% for 5 additional months</td>
</tr>
<tr>
<td>Two years but less than three years</td>
<td>Full pay for two months, 60% for 4 additional months</td>
</tr>
<tr>
<td>Three years but less than four years</td>
<td>Full pay for three months, 60% for 3 additional months</td>
</tr>
<tr>
<td>Four years but less than five years</td>
<td>Full pay for four months, 60% for 2 additional months</td>
</tr>
<tr>
<td>Five years and over</td>
<td>Full pay for six months.</td>
</tr>
</tbody>
</table>

The University reserves the right to require a legally-qualified physician statement at the time the employee initially claims disability and at the time the employee is released to return to work. It is the responsibility of the employee to notify the supervisor as soon as possible whenever the employee is unable to work. Unexcused absences or failure to report absences can result in loss of pay and/or disciplinary action. In addition, the employee should, if possible, give the supervisor an estimate of how long the absence may be. If it is determined at a later date that there is a need for more time than originally expected, it is the employee's responsibility to keep the supervisor informed at all times. A physician's statement may be requested, following an absence of five or more consecutive work days. Absences in excess of five days must be reported to the Human Resource Department. Job-related physicals and other examinations that may be required after injury or illness are paid for by Bradley, are treated as confidential and remain the property of Bradley.

The following reasons qualify for paid sick leave or absence without pay when an employee’s paid sick leave has been exhausted. The supervisor or the Human Resource Department can assist employees wishing to determine if their request qualifies for these reasons:

* Immediate family shall include: brother, brother-in-law, child, daughter-in-law, father, father-in-law, grandchild, grandparent, grandparent-in-law, legal guardian, mother, mother-in-law, sister, sister-in-law, son-in-law, spouse and stepchild. Individuals who stood “in loco parentis” (as defined by the FMLA regulations) meaning they had day-to-day responsibilities to care for and financially supported the employee when the employee was a child under 18 are also included.
• Sickness or injury of the employee or a member of the employee's immediate family.* Granting a sick leave request for illness or injury of immediate family members (or an employee, if without pay) is not automatic. The situation must be discussed with the supervisor first. Supporting documentation for the request may be required, especially in the case of a member of the immediate family* who does not live in the same household.

• Medical, dental or optical examinations or treatment of the employee or a member of the immediate family.*

• Exposure of the employee to a contagious disease that could be transmitted to other employees.

• Birth of a son or daughter of employee, and in order to care for such son or daughter.

• Placement of a son or daughter with the employee for adoption or foster care.

If a paid holiday occurs within a period of paid sick leave, the holiday will not be charged sick day.

Employees who exhaust their sick leave will be required to use all paid leave (vacation days and floating half-day) prior to the granting of an unpaid leave to cover a long period of illness or confinement for medical reasons.

Under the Family and Medical Leave Act (FMLA), an unpaid medical leave of absence may be granted for an extended period of illness of an employee, parent or child upon the approval by the University. The employee must submit a written request to the Human Resource Department prior to the unpaid leave, and be accompanied by a completed Certification of Physician or Practitioner form, available in the Human Resource Department. This leave is not to exceed three months. However, it may be extended or renewed for additional periods, not to exceed a total of 12 months or length of active service, whichever is the lesser.

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

* Immediate family shall include: brother, brother-in-law, child, daughter-in-law, father, father-in-law, grandchild, grandparent, grandparent-in-law, legal guardian, mother, mother-in-law, sister, sister-in-law, son-in-law, spouse and stepchild. Individuals who stood “in loco parentis” (as defined by the FMLA regulations) meaning they had day-to-day responsibilities to care for and financially supported the employee when the employee was a child under 18 are also included.
While on an unpaid medical leave of absence, the employee will have insurance coverage on the same basis that existed at the time the unpaid medical leave of absence was granted, provided the employee makes monthly premium payments. The University will continue to pay its portion of the health, life, and long-term disability insurance premiums for the first three months of the leave. The employee is responsible for 100 percent premium payments at the group rate for any additional leave time granted.

While on an unpaid leave of absence, an employee will not be paid for a holiday that occurs during that leave of absence.

Most employees will be restored to their original or equivalent positions, with equivalent pay, benefits and other employment terms if they return to work after no more than 12 weeks of a paid or unpaid leave of absence. The University will not guarantee a particular position will be held open during an unpaid leave of absence extending beyond 12 weeks. Those employees returning from an unpaid leave of absence in excess of 12 weeks will be considered for position vacancies where their qualifications meet the specifications for the position. If an employee on a leave of absence does not return to the University at the expiration of the leave of absence and has not contacted the Human Resource Department to request an extension prior to the expiration of that leave, the employee’s employment will be terminated. The granting of extensions is not automatic.
Family and Medical Leave Act of 1993

Under the Family and Medical Leave Act of 1993 (FMLA), “eligible” employees may take up to 12 weeks of paid or unpaid*, job-protected leave for certain family members and medical reasons. Employees are eligible if they have worked for the University for at least one year and 1,250 hours over the previous 12 months. This leave will be granted to care for the employee’s child after birth, placement for adoption or foster care; care for the employee’s spouse, son, daughter or parent** who has a serious health condition; or for a serious health condition that makes the employee unable to perform the employee’s job. **FMLA leave runs concurrently with other leaves granted by the University and all paid leave must be used.

Employees are required to provide a 30-day advance notice when a necessary leave is “foreseeable.” Employees must also submit a completed medical certification form. Certification forms are available at the Human Resource Department, 239 Sisson Hall. Employees with questions about the FMLA are encouraged to speak with the Human Resource Department. Should a supervisor be aware of an absence or leave which may be considered as FMLA eligible, please contact the Human Resource Department.

The Family Medical Leave Act was amended by the National Defense Authorization Act (NDAA). This act includes provisions for Military Caregiver Leave and Exigency Leave.

Military Caregiver Leave — This amendment permits an employee who is a spouse, son, daughter, parent, or next of kin of a covered servicemember with a serious injury or illness up to a total of 26 workweeks of unpaid leave during a single 12-month period to care for the servicemember. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for serious injury or illness. The serious injury or illness is one that was incurred by a servicemember in the line of duty on active duty that may render the service member unfit to perform the duties of his or her office, grade, rank or rating. Certain Veterans with a “serious injury or illness” are also covered under this amendment.

Exigency Leave – This benefit permits an eligible employee to take up to 12 workweeks of job-protected leave in the normal 12-month period established by the employer for FMLA leave for qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation.

* Work related injury eligible for workers’ compensation coverage may also constitute a serious health condition under the Family Medical Leave Act (FMLA). Time taken to receive treatment and recover from the work injury is counted as “medical leave” for purposes of accounting for the twelve-week entitlement of the employee under the Federal FMLA.

**Individuals who stood “in loco parentis” (as defined by the FMLA regulations) meaning they had day-to-day responsibilities to care for and financially supported the employee when the employee was a child under 18 are also included.
Medical Insurance

The University offers health insurance, with or without dental coverage, to eligible employees. Regular, full-time employees are eligible for employee only, employee plus one or family coverage. Insurance is effective the first day of active employment or upon enrollment, whichever is later. The plan options are explained to new employees during orientation.

If an employee and their dependents are not enrolled in Bradley's health insurance program within 31 days after becoming eligible, but enrollment is desired later because of qualifying events*, call the Human Resource Department, Ext. 3223. Enrollment is offered during the annual open enrollment period and under special enrollment conditions as stated in the Health Insurance Portability and Accountability Act of 1996.

The University contributes to the premium payment for health plans offered by the University. Such contribution(s) are reviewed by the University on a regular basis and are subject to revision at the discretion of the University.

Employees scheduled to work nine months, but less than twelve months, are responsible for paying their portion of the benefit premium during the months they are not scheduled to work. The employee must make payment for the premium on or before the first of each month. Employees are responsible for contacting the Payroll Department to make payment arrangements for their premium during the months they are not scheduled to work. Failure to make timely or full payment of premiums will result in a loss of coverage. Reinstatement as an eligible employee will be determined by the policies of the University and any requirements detailed in the formal plan document.

Upon termination of employment with Bradley University, health insurance may be continued (by a current participant or dependent) under COBRA (Consolidated Omnibus Budget Reconciliation Act). This information, if applicable, will be mailed to the last home address of the employee. There are specific timing and payment requirements related to continuation of coverage, and the employee is advised of the importance of meeting those requirements to avoid a potential loss of coverage.

Employees participating in a health insurance plan are eligible to continue their coverage upon retiring at age 62 or older with at least ten years of service, provided they continue to pay their portion of the monthly premium on the same basis as active employees or those premiums applicable to retirees as determined by the University. Upon attainment of Medicare eligibility, the University health plan will provide secondary coverage, and Medicare shall be the retired individual's primary coverage.

*Qualifying events are generally life events that affect the need of employees or their dependents for benefits. The benefit plan documents provide a detailed listing of such events. Full details regarding any of these programs may be obtained by contacting the Human Resource Department.
Group Life /Accidental Death and Dismemberment Insurance

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

Coverage for life insurance is effective the first of the month following the date of employment provided enrollment occurs within 31 days of employment. If an employee enrolls more than 31 days following initial eligibility, satisfactory evidence of insurability is required; and the employee may be required to undergo a medical examination at the employee’s expense.

The University contributes toward the premium for the basic life insurance plan. Such contributions are subject to review by the University and may be changed at the discretion of the University. Voluntary life insurance premiums are paid entirely by the employee.

Employees scheduled to work nine months, but less than twelve months, are responsible for paying their portion of the insurance premium(s) during the months they are not scheduled to work. This cost is the same rate paid during the time they are scheduled to work.

The employee must make payment for the benefit premium(s) on or before the first of each month. Employees are responsible for contacting the Payroll Department to make payment arrangements for their benefit premium(s) during the months they are not scheduled to work. Failure to pay the full amount due or to make timely payment may result in a loss of coverage. Reinstatement of coverage is subject to the eligibility policies of the University and specific requirements as outlined in formal plan documents.

If employment ends, an employee reduces their hours below the minimum requirements, or if an employee retires, coverage may be continued by converting to an individual policy and paying the entire premium. Full details regarding the plan may be obtained by referring to the summary plan description or by contacting the Human Resource Department.
Retirement Plans

In accordance with the 1987 Amendments to the Age Discrimination in Employment Act (ADEA) Bradley University employees are not required to retire at any age. Bradley University makes two retirement plans available to employees; a retirement annuity and a group supplemental retirement annuity, to support employees in planning for retirement.

Defined Contribution Plan (Retirement Annuity - RA)
The University participates in a retirement annuity programs through the Teacher’s Insurance and Annuity Association of New York-College Retirement Equities Fund (TIAA-CREF).

a. If you are a regular employee working at least 1,000 hours per year and were enrolled in this plan prior to coming to Bradley, or you meet the year of service* requirement, you are eligible to participate in the plan by contributing a minimum of five percent of your base salary. The University makes a matching contribution of five percent.

b. If you are a regular employee working at least 1,000 hours per year and have not been previously enrolled in this plan, you are eligible to participate after one year of service from the date of employment and receive the university match.

c. An employee may contribute more than five percent of his/her base salary (within limitations of the law) to purchase additional annuity benefits; however, University contributions are limited to five percent.

Tax Deferred Annuity (Group Supplemental Retirement Annuity - GSRA)
Employees, with the exception of students, and employees with retirement benefits provided under a collective bargaining agreement, may participate in the University’s Tax Deferred Annuity (TDA) Plan. The University does not make contributions to this plan, but offers the advantages of tax deferred savings for participating employees. Eligible employees may begin participating on the first of the month following initial employment.

To participate in this Plan, an eligible employee must complete the necessary enrollment form(s), as well as a Salary Reduction Agreement, available from the Human Resource Department. Under this agreement, the employee’s salary is reduced and the amount of the reduction is applied as premiums to the TDA. Limitations on TDA contributions are subject to IRS regulations.

* The term year of service means a 12-month period immediately preceding the employee's date of employment with Bradley University during which the employee was employed in a regular non-student capacity and worked 1,000 or more hours with a four-year, bachelor-degree-granting institution of higher education.
Workers’ Compensation Insurance

Bradley University provides workers' compensation insurance at no direct cost to employees and complies with the Illinois Workers’ Compensation Act in regards to the loss of time for a job related injury.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately and complete a Work-Related Accident Report Form as soon as possible. The supervisor must complete the Supervisor’s Report of Injury. Both forms may be downloaded and printed from the Human Resource Department website at www.bradley.edu/humanresources/benefit/compensation.shtml. The completed forms must be forwarded to the Human Resource Department by the supervisor immediately. Regardless of how minor an on-the-job injury may appear, it is important that it is reported.
Public Accident Liability Insurance

Public liability insurance is carried by the University. Because of the diverse circumstances that can arise, it is impossible to provide details applicable to all cases. Any individual incurring claims or having inquiries should contact the Facilities Management Department.
Long-Term Disability

The University makes available a long-term disability (LTD) plan to all regular, full-time employees after one year of continuous service provided the employee enrolls within 31 days of becoming eligible.

If an employee enrolls more than 31 days following initial eligibility for coverage, satisfactory evidence of insurability is required; and the employee may be required to undergo a medical examination at the employee’s expense.

New regular, full-time employees are eligible to enroll immediately if the employee has been continuously covered by a group LTD plan for the 90-day period preceding employment with Bradley University.

Employees enrolled in LTD may receive benefits after the first 180 consecutive days of disability. The long-term disability plan document details the conditions to be satisfied in order to receive benefits under the plan.

The University contributes to the premium payment for LTD. This contribution is subject to University review and may be changed at the discretion of the University. There is a required contribution from the employee, which is subject to change based on a change in the total premium or as the University contribution may change.

Employees scheduled to work nine months, but less than twelve months, are responsible for paying their portion of the benefit premium during the months they are not scheduled to work. This cost is the same rate paid during the time they are scheduled to work.

The employee must make payment for benefit premium on or before the first of each month. Employees are responsible for contacting the Payroll Department to make payment arrangements for their benefit premium during the months they are not scheduled to work.

Full details regarding the LTD Plan may be obtained by referring to the summary plan description or by contacting the Human Resource Department.
IRS Section 125: Flexible Spending Plan

The Flexible Spending Plan is voluntary and has two components. The first component allows a full-time employee to select various employee benefit premiums to be paid with pre-tax dollars. When enrolling, employees may elect to have the premiums for group health, long-term disability and life insurance paid with pre-tax dollars. The University automatically processes health and life insurance premiums on a tax deferred basis unless the employee elects to have the premiums deducted on an after-tax basis.

The second feature of the plan permits employees to set aside pre-tax dollars for unreimbursed medical and dental expenses as well as dependent care expenses. The employee elects the amount to be deducted from each payroll check. As the employee incurs eligible expenses, reimbursements are available from the flexible spending account. Such reimbursement remains on a pre-tax basis. It is important to plan your contribution level based on realistic expenses you may incur. The IRS requires that any remaining balances at the end of the plan year, including the 2 ½ month grace period, are forfeited.

Employees may elect to not participate, or to participate in one or all aspects of this plan. Election is offered during the annual open enrollment period. New election forms must be completed each year if the employee is participating in the unreimbursed medical expense or dependent care assistance account features or to change the taxation status of any benefit premiums.
**Bereavement Leave**

Bradley University grants bereavement leave with pay to all regular employees upon the death of a member of the employee’s immediate family.* Part-time employees shall have funeral or bereavement leave allocated on a prorated basis. Temporary employees are not eligible for paid bereavement leave.

Up to three days may be taken at the employee’s regular rate of pay. Upon request, additional time may be granted with permission of the supervisor. This additional time will be charged against other earned leave time or granted as unpaid leave if no other earned leave remains.

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*Immediate family shall include: brother, brother-in-law, child, daughter-in-law, father, father-in-law, grandchild, grandparent, grandparent-in-law, legal guardian, mother, mother-in-law, sister, sister-in-law, son-in-law, spouse and stepchild. Individuals who stood “in loco parentis” (as defined in the FMLA regulations) meaning they had day-to-day responsibilities to care for and financially supported the employee when the employee was a child are also included.*
Jury Duty

Bradley University encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to two weeks (10 working days) of paid jury duty leave over any one-year period.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (i.e., vacation benefits) or may request an unpaid jury duty leave of absence.

Employees must present the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

Either Bradley University or the employee may request an excuse from jury duty if, in Bradley University's judgment, the employee's absence would create serious operational difficulties.
Military Leave

The University conforms to applicable federal and state laws, in particular the Uniformed Services Employment and Reemployment Rights Act (USERRA), regarding reinstatement of employment from a military leave of absence. Employee benefits do not apply during a military leave of absence.

An employee will be granted a military leave of absence if he/she enlists or is inducted into the Armed Forces of the United States, or performs active or inactive duty while a member of a Reserve component. Appropriate documentation confirming the military leave must be submitted to the supervisor and forwarded to the Human Resource Department, a minimum of two weeks in advance, whenever possible.

A reservist employee granted a leave of absence, to perform active duty for training, will receive his/her regular wage less the amount of the military pay, provided the absence does not exceed a continuous two-week period. An employee whose period of active service exceeds the continuous two-week limit will not receive the difference of wages beyond the two weeks.

A military leave not exceeding two weeks will be granted in addition to the employee's regular vacation. If the employee elects to take vacation and military leave of absence at the same time, the employee will receive vacation pay, and, if eligible, his/her regular salary less the amount of military pay.
Victim Witness Program

The University supports the efforts of the Victim Witness Program through the State's Attorney's Office and cooperates by permitting employees to serve as necessary witnesses with no loss of wages. This provision does not apply to civil actions.

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

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

Pursuant to the Illinois Victims' Economic Security and Safety Act (VESSA), the University grants leave to victims of domestic or sexual violence or to those who have family members who are victims of domestic or sexual violence and whose interests are not adverse to the employee as it relates to the domestic or sexual violence based upon the following requirements, terms and conditions.

All employees are eligible for leave under this policy. Employees are entitled to a maximum of 12 weeks of domestic or sexual violence leave during a 12-month period. This Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act.

An employee who is a victim of domestic or sexual violence or who has a family or household member* who is a victim of domestic or sexual violence and whose interests are not adverse to the employee as it relates to the domestic or sexual violence may be entitled to leave for the following reasons.

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

Employees should give at least 48 hours notice prior to the commencement of the leave, unless such notice is not practicable. If employees cannot give 48 hours notice, they must provide certification of the need for leave as described below.

The University requires certification that the employee, family or household member is a victim of domestic or sexual violence, and the leave is for one of the purposes outlined above.

*Family or household member means a spouse, parent, son, daughter, and persons jointly residing in the same household.
Certification must be provided within a reasonable period after certification is requested. The certification may take the form of a sworn statement by the employee, and upon obtaining such documents the employee shall provide:

- Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee’s family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence; or

- A police or court record; or

- Other corroborating evidence.

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

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

Bradley University will use the “12-month backward” method in determining the number of weeks of leave to which you are entitled. Under this method, when you make a request for leave, the employee’s leave record for the past 12 months is examined. In that 12-month time period, employees will be entitled to take a maximum of 12 weeks of domestic or sexual violence leave.

Domestic or sexual violence leave is without pay. Employees will be required to substitute paid leave such as vacation and floating half-day, until such paid leave has been exhausted. The remaining weeks of leave will be without pay.

During domestic and sexual violence leave, health benefits will be continued under the same conditions as active employees, providing the employee pays his/her share of the premium. Other benefits do not continue to accrue.

Employees may be required to report periodically, in writing, status and intention of returning to work upon completion of leave. Upon completion of leave, employees will be restored to the position held prior to the leave, or to a substantially equivalent position, subject to exceptions as provided by law.
Educational Assistance

Tuition Remission

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

Tuition Exchange Program

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

1. Bradley Health Services
   Bradley Health Services are located on the first floor of Heitz Hall. Health Services exist to provide primary health care for Bradley students.

   Guideline for Emergencies:

   Bradley Health Services has approved the following procedure for University personnel to follow in the event of injuries or sudden illness.

   - Call an ambulance if situation appears serious, if the person is unconscious, unable to move, there are signs of heavy bleeding or other abnormal signs.
   - Notify the University Police Department, Ext. 2000, so they may be of assistance.
   Remember: If any doubt exists, call an ambulance first, others next. Provide whatever first aid you can until medical help arrives, but only what you are trained to do.

2. University Bookstore
   The Bradley University Bookstore is operated by Barnes and Noble College Bookstores, Inc. as a service to Bradley University students, employees, and the community. In addition to textbooks and classroom supplies, the Bookstore stocks greeting cards, stationery items, Bradley emblematic clothing and gifts, snacks, soda, a selection of trade books, National Campus Best-Sellers and sale books. Services include check cashing up to thirty dollars and special ordering of trade books at no additional charge (except for “rush” service).

   Employees and their dependents only are entitled to a ten percent discount on merchandise. Exceptions include, but are not limited to, bus tickets, newspapers, magazines, class rings, cap and gowns, food items and discounted merchandise.

   To receive a discount on textbooks, you must present your Bradley University ID and your current class schedule to the cashier before the sale is rung. Dependents must also provide their own Bradley University ID, class schedule, and the employee’s ID prior to the sale. For all other discounts, your Bradley University ID must be presented to the cashier before the sale is rung. Failure to comply or abuse of this policy may result in individual loss of discount privileges. Cash, checks, Visa, MasterCard, Discover, American Express or a Bradley quick-cash account may be used.
3. **Instructional Technology and Production Services**
   The Duplicating Center specializes in rapid duplicating for small orders of 8.5 x 11 or 8.5 x 14 materials and can generally provide service within 24 to 48 hours for larger orders. The hours are 8:00 a.m., to Noon and 1:00 to 5:00 p.m., Monday through Friday. Additional information concerning services through Information Resources and Technology can be found on their website at [www.bradley.edu/irt/](http://www.bradley.edu/irt/).

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

5. **Check Cashing Service**
   Personal checks to a maximum amount of $150 may be cashed at the Controller's Office with identification. Second-party checks will not be accepted. A $25 fee is charged for checks returned due to insufficient funds.

   Hours: Monday-Friday 9:00 a.m. - 4:00 p.m.

6. **Notary Services**
   The Controller’s Office has Notary service available for employees.

7. **Direct Deposit Service**
   Direct deposit service of payroll checks is available to any financial institution. Enrollment forms will be available during orientation, on the Human Resource Website and in the Payroll Department.

8. **U.S. Savings Bonds**
   U.S. Savings Bonds may be purchased through payroll deduction. For additional information, contact the Human Resource Department.

9. **Recreation Privileges**
   Full-time and part-time University employees and their immediate families (spouse and unmarried, dependent children) may use University Recreational facilities. For more information, contact Intramural and Recreational Sports.
10. **Theatre Tickets**

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

11. **Athletic Tickets**

Full-time staff members have the opportunity to purchase two season tickets or two individual tickets per game at half price for Bradley Basketball games. For more information, contact the Ticket Office.

12. **Lost and Found Property**

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

13. **Vehicle Registration**

All employees who want to park on University property must register their vehicles and purchase a parking permit. Citations issued for a traffic violation, must be paid or appealed promptly.

During certain events and at any time the University may deem it necessary, parking on campus may be restricted. Any questions concerning parking or vehicle registration should be directed to the Parking Office.

14. **University Police Department**

The purpose of the University Police Department is to provide protection and other services that are required to assist the administration in conducting University business in an orderly manner. When on campus assistance is needed, the University Police Department should be called at Ext. 2000. Requests for assistance will immediately be relayed to an officer.

15. **Dining Facilities**

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

The Robert H. Michel Student Center offers banquet and dining facilities. For information regarding cost and facilities, call the Conference Facilities/Parking Office at Ext. 3056 or visit [www.bradley.edu/pubinfo/FacilitiesGuide](http://www.bradley.edu/pubinfo/FacilitiesGuide).
Telephone Calls, Mail, E-mail and Use of Electronic Resources

Bradley University's telephone and mail facilities provide effective communication within the University community and with Bradley's associates. Bradley's facilities should be used on a restricted basis for personal telephone calls or mail.

Policy on E-mail as an Official Method of University Communications

Purpose

Increasingly, there is utilization, dependence and confidence in electronically based mail (e-mail). This extends throughout Bradley University and directly affects all students, faculty and staff. Because of benefits derived from its speed, ease of use, cost effectiveness, universal access, and environmental benefits, e-mail is one of the official forms of communicating business matters within the Bradley community. Some University communications will not be transmitted via e-mail and all uses of University e-mail shall be consistent with the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and all applicable University policies (see Policy Specifics below).

Policy

All full-time and part-time staff (as required by their supervisor) shall be provided with a University e-mail account. Account holders are responsible for accessing their electronic mail on a regular basis. As it pertains to University business, each account holder shall be responsible for the content and requirements associated with the communication. It shall be the responsibility of the supervisor to communicate with employees who do not have e-mail accounts via appropriate alternative means. This policy supersedes any departmental policies pertaining to use of e-mail as an official method of university communication. Staff should review the complete policy as printed below, but be aware this policy may be amended from time to time by the Department of Information Resources and Technology (www.bradley.edu/irt/cs/policies/emailpol.html).

Policy Specifics

Information Resources and Technology will assign all official Bradley University e-mail addresses and accounts. All official University e-mail will be sent to this address and this address will be listed in all University e-mail directories.

Access to e-mail accounts will be provided from all Bradley owned public workstations via a client and/or web browser interface. Off campus access will be provided via a web browser interface.
All members of the Bradley community may, of course, have electronic mail accounts on other systems, on or off campus. Electronic mail may be temporarily or permanently redirected from the official University account to any other account, but this is the responsibility of the e-mail account holder and is done at their own risk. Bradley University will not be responsible for handling of e-mail by any individual, departmental e-mail systems, or any outside entities. Redirection of e-mail does not absolve an individual from responsibilities associated with the communication.

All holders of official University e-mail accounts, i.e., faculty, staff, and students, are expected to read their e-mail on a regular basis, keeping in mind that there will be time-sensitive information contained in the e-mail. Some communications will continue to be handled only through campus or U.S. mail.

Faculty and students may utilize e-mail as an official way of communicating with the faculty and the students enrolled in their courses, and as stated above, are expected to read their email on a regular basis. All course related e-mail communications shall be directed to an official University e-mail address.

All holders of official University e-mail accounts shall be responsible for use of the account and shall take all reasonable precautions to confine and protect its access to the holder of the account. Unauthorized use of the e-mail address and account shall be the responsibility of the account holder. All use of University e-mail shall be in compliance with FERPA, HIPAA and applicable University policies.

Account holders should be aware that e-mail is not retained in perpetuity either on the University's e-mail server (based on quota restrictions), or on back-up media. Thus, when an account holder deletes an e-mail, the content may not be retrievable beyond one week after the deletion. Therefore e-mail communications that need to be retained after being deleted should be kept either electronically in a location other than the e-mail server, or in print. The nature of a communication may also dictate requirements for its retention. Questions pertaining to requirements for records retention should be directed to the appropriate vice president.

Questions relating to use of e-mail may be directed to the Helpdesk (ext. 2964 or helpdesk@bradley.edu).

With technology resources readily available to most staff, it is vital that staff understand that abuse or misuse of those resources is a serious infraction of University policy. Staff should thoroughly review the “Policy for Misuse of Technology Resources” developed by Information Resources and Technology (www.bradley.edu/irt/cs/policies/computerpol.html).
Policy for Emeritus Appointment

The Emeritus appointment for salaried employees retiring from service at Bradley University is a formal recognition of meritorious service exceeding the expected norm of performance to the University, to the community and to the profession.

The rank of Emeritus may be conferred only on retiring persons who have served on the faculty or in professional administrative positions for a minimum of fifteen years.

Appointment Procedure:

1. Nominations may be initiated by any administrative or professional staff member or full-time tenure-track faculty in the nominee's department. Nominations are to be made to the supervisor or director. The nomination and supporting information should be sent to the Director or Associate Provost and then to the appropriate Vice President.

2. To be considered for an emeritus appointment, administrative and professional staff must have completed at least 15 years of service at Bradley University. In special cases, exceptions will be considered.

3. Evidence must be given of the candidate's cumulative and continuing contributions to his/her personal professional development, profession, Bradley University, the greater community, and higher education. Particular attention will be given to those who have excelled as teachers and helped to enrich the experience of students at the University.

4. Supporting information should include expressions of support from the full-time members of his/her department or division, (supplemental expressions from former colleagues may be added), his/her supervisor and other administrative and professional personnel. A curriculum resume and any other evidence and endorsements that demonstrate distinguished service will be helpful.

5. The Advisory Committee will recommend appointments to the Provost who will forward the names he/she selects to the President. Announcement of those confirmed by the President will be made by the end of the second semester. Formal recognition will be made at the following Founder's Day ceremony.

Emeriti shall be accorded the same access to campus activities and services enjoyed by full-time administrative and professional employees of the University. The following may be provided when needed and available upon approval of the appropriate administrative officer: Use of facilities such as the computer center, laboratories, recreational areas, library, mail box, office space and/or a reading room and instructional technology and production services.
An annual event of Emeriti and spouses will be arranged by the Office of the President to honor the new Emeriti, to serve as a reunion and to keep them abreast of University activities.

Perquisites will include parking permits, bookstore discounts, tuition discount rates, tickets to University produced music and theater performances, and discounted athletic tickets subject to University policy.

Emeriti shall be designated by the title held at retirement.
QuickCard

The Bradley University QuickCard is an, all-in-one ID and debit card that is recognized by University offices and more than 20 local businesses.

QuickCash Accounts

All faculty, staff and students are eligible to open a QuickCash account. Applications are available at Swords Hall cashiers window or from anyone in the QuickCard Office. Visit QuickCard Online for on and off campus locations that accept QuickCash.

Deposits

Deposits to a QuickCash account may be made at the cashier windows in Swords Hall Monday-Friday from 9:00am-4:00pm or at the Value Transfer Station located next to the Bradley Bookstore, or using QuickCard Online.

Withdrawals may not be made from the QuickCard account unless the cardholder has left the University. Any funds left on account will be refunded to cardholder, less any outstanding bills owed to the University. Refunds will not be made for amounts under $1.00.

Lost QuickCard

If your BU QuickCard is lost, use QuickCard Online or call 677-FIND (3463) 24 hours a day, 7 days a week to "lockout" your card.

The BU QuickCard office is located in Swords Hall room 103, phone ext. 3602. Replacement cards may be purchased for $20.00 between 8:00am and 5:00pm Monday through Friday. Temporary cards are also available for emergencies.
Domestic Partner Benefits

1. Benefits-eligible faculty and staff of Bradley University may enroll same-sex domestic partners in University benefit programs.

2. To qualify for coverage under Bradley University sponsored benefit plans, an employee and his or her same-sex domestic partner must complete a Declaration of Same-Sex Domestic Partner Relationship form.

3. Health and Dental Coverage are available to an employee’s same-sex domestic partner and eligible children, with contributions at employee plus one or family rates. An employee’s contribution to provide health benefits for a domestic partner and children will be the same as for a spouse and children. However, the Internal Revenue Code treats spouses differently with respect to health benefits. The cost of coverage for a spouse is from the pre-taxed income, but for a person who is not related by marriage, a payment for health benefit coverage is deducted from the after-tax income unless the person is a “dependent” as defined in the Internal Revenue Code. If the domestic partner or his/her children are the employee’s dependents under the Code, the employee must provide the University with a certification to that effect to gain the benefit of the tax exemption. If the domestic partner or his/her children are not the employee’s dependents, the payments for coverage will be treated as follows:
   - The contribution for health insurance for the domestic partner and/or his/her children will be made on an after-tax basis
   - Bradley University’s contribution for the coverage for the domestic partner and/or his/her children will be considered taxable income to the employee, and the University will withhold state and federal taxes on that amount.

4. Tuition Benefits - Benefits under Bradley University’s qualified tuition benefit program are available to an employee’s domestic partner. Tuition benefits provided to a domestic partner and his/her children are taxable to the employee unless the children are the employee’s or are the dependents of the employee as defined by the Internal Revenue Code.

5. Bereavement Benefit – In accordance with Bradley University’s bereavement policy, an employee may receive up to 3 days paid time off from work with the death of a domestic partner or his/her children.

6. FMLA – In accordance with the Family Medical Leave Act (FMLA) and Bradley University’s policy statements related to family and medical leave, eligible employees may take up to 12 weeks unpaid leave to care for his or her domestic partner who is seriously ill, to care for the children of a domestic partner in the event of a serious illness, or for the adoption or birth of a child. For specific information relative to eligibility, contributions toward insurance coverage made by the University during leave, and other issues relative to
FMLA benefits, employees should consult their appropriate handbook. Employees can also consult with the Bradley University’s Human Resource Department for further information about University policies during short-term and long-term absences.

7. Flexible Spending – University employees may participate in the Bradley University Flexible Spending Account and receive tax-free reimbursement for out-of-pocket health care and dependent care expenses provided the care is for the employee’s children or the dependents of the employee according to the definition in the Internal Revenue Code.

8. Use of Bradley University Facilities – Domestic partners and their eligible dependents may use Bradley University facilities, including Bradley libraries, Student center and athletic facilities to the same extend as spouses and/or dependents of Bradley University employees.

9. Enrollment – Enrollment forms and the Declaration of Same-Sex Domestic Partner Relationship Form may be obtained by contacting the Human Resource Department or visiting the Human Resource Website at http://www.bradley.edu/humanresources/benefit/health.shtml.

It is the policy of Bradley University to accept the employee’s and the domestic partner’s signature to verify the accuracy of the representations made in the enrollment forms and the Declaration of Same-Sex Domestic Partner Relationship form. If questions arise at any time, Bradley may ask for documentation that the partnership meets the University’s criteria for eligibility.
Chapter 4

PAYROLL
Salary Information

Payroll Checks

Exempt Employees are paid after 8:30 a.m., on the first of each month, except as noted below:

1. If the first day of a month falls on Saturday or Sunday, payroll checks will be made available after 8:30 a.m., on the last Friday immediately preceding the first day of the month.
2. In the month of December, payroll checks are available on the Friday preceding Commencement.
3. Exceptions to the above due to holidays will be communicated by the Controller’s Office.
4. Should an employee be absent from the campus on the date that payroll checks are delivered, upon request, the check will be mailed to a specific address or to the bank. In the latter case a mail deposit slip (and a bank-by-mail envelope, if possible) must be provided.
5. Direct deposit of regular payroll checks is available at any financial institution by completing the appropriate forms.

Payroll Deductions

By law, Bradley must make certain deductions from payroll checks. These mandatory deductions are for federal and state income taxes and Social Security.

Other payroll deductions are required for employees enrolling in University benefit plans, including health insurance, long-term disability, TIAA-CREF and other programs requiring employee contributions. Additional (optional) deductions may be made upon request and the approval of the University. These are deductions for the voluntary aspect of group life insurance, group supplemental retirement annuities, the Bradley Fund, and U.S. Savings Bonds. Other optional deduction programs may be offered by the University in the future.

Other voluntary deductions, not related to University programs or benefits, are not authorized.

Questions concerning payroll deductions should be directed to the Payroll Department.

Administrative/Professional Pay Corrections

The University seeks to ensure employees are paid promptly on the scheduled pay day and that the payroll check is accurate. If there is an error on the payroll check, the employee should promptly bring the discrepancy to the attention of the Payroll Department so that corrections can be made as quickly as possible.
Social Security

Bradley University participates in the Social Security Program providing retirement, disability, and death benefits.
Salaried Employee Procurement Guide for Expenses
(Candidate for Bradley Positions)

The cost of round trip transportation to Bradley University will be paid. The Cost of airplane accommodations is limited to coach fare. Automobile travel is reimbursed at the current IRS mileage rate per mile, not to exceed the round trip air coach fare.

Usually the candidate needs to be reimbursed for only one night of lodging.

It is expected that moderation will be exercised in expenses incurred for meals and entertainment during the interview process and the smallest, feasible number of persons be involved.

Meals of the candidate, not covered above, are also paid by the University.

Support for off-campus interviews must be approved in advance by the appropriate administrator Vice President.

Receipts for air tickets, ground transportation, parking, meals, and motel expenses must be submitted with a requisition form through the appropriate administrator, then to the Vice President.
EXTRA COMPENSATION POLICY

Salaried employees on twelve-month appointments normally shall not receive extra compensation for the performance of sponsored programs.

Number of Hours for Which Extra Compensation Can Be Obtained

During the period of time in which participants are under full-time appointments, they are expected to carry out their contractual obligations to the University.

A participant who receives extra compensation through the University is limited to eight hours per week during the full-time appointment contract period except for holiday and vacation. During vacation and holiday periods, extra compensation is limited to a one week salary equivalent. The extent and distribution of this time commitment shall have the approval of the appropriate director or immediate supervisor. The total time committed to professional consulting, continuing education commitments and for grants and sponsored programs is not to exceed one work day per week during periods in which participants are under full-time appointment, with the exception of holiday and vacation periods.

All personnel receiving compensation will at appropriate intervals be required to fill out time and expense forms as requested by the University and/or sponsoring agency.

This policy can be modified on an individual-case basis, where its enforcement would result in unnecessary hardship on an employee, program or the University. All such modifications will require prior approval by the participant’s director, dean, and Vice President.
Chapter 5

Work Conditions & Hours
Safety

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

The Safety Supervisor is responsible for implementing, administering, monitoring and evaluating work safety in the environment. Success in safe work practices depends on the alertness and personal commitment of all.

Each employee is expected to obey safety rules and exercise caution in all work activities. Employees must immediately report any unsafe condition to their supervisor.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the supervisor (who will notify the Human Resource Department at Ext. 3223.) Injured employees must complete a Work Related Accident Report form and Statement of Injured as soon as it is prudent and the Supervisor must complete a Supervisor’s Report of Accident. The accident forms are available on the Human Resource Website www.bradley.edu/humanresources. Prompt completion and submission of these reports to the Human Resource Department are required to ensure legal compliance and to initiate workers' compensation benefits procedures.
Work Schedules

Work schedules for employees vary throughout the University. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Exempt employees are not eligible for overtime compensation.

Meal periods will be scheduled by supervisors to ensure necessary coverage for the department.
Telephone Calls and Mail

Bradley University has telephone and mail facilities available during working hours for effective communication within the University community. Accordingly, Bradley's facilities should only be used on a restricted basis for personal telephone calls or mail.

1. Use of Bradley's telephones should be confined to business calls. Personal calls should be limited to those that are absolutely necessary and should be as brief as possible. This restriction on the use of telephones also applies to making unnecessary personal calls to fellow employees or others outside of the University.

2. Incoming personal calls for employees are discouraged.

3. When necessity requires that an employee make a personal long distance call, the call should be charged to the employee's home number; calling card or the employee should obtain prior permission of the supervisor.

4. In order to avoid adding to the increasing volume of mail, employees should, if at all possible, refrain from using Bradley's address in receiving or sending personal mail.

5. Bradley's stationery must not be used for personal correspondence. Any communication sent out on University stationery may be construed as official communication.
Parking

Bradley University provides parking facilities for its employees.

Every effort is made to provide parking for all employees. Parking permits are issued in the Controller’ Office, Swords Hall, upon presentation of proper identification and a completed University Vehicle Registration form that is obtained in Conference Facilities/Parking Office. The yearly fee is determined by the University and is subject to change.

Employees are expected to observe the parking rules. Employees are required to park only in designated spaces and observe posted speed limits. Violation of parking rules may result in a traffic citation or revocation of parking privileges.

It is recommended that employees keep their cars locked while in the parking lots. The University assumes no responsibility for damage to, or theft of, any automobile or personal property left in automobiles in the parking lots.

Any questions concerning parking may be addressed to the University Police Department or the Parking Office.

If work requires employees to be on campus after hours, employees may call the University Police Department for an escort to their automobile when leaving.
Grievance Procedure

Bradley University provides its employees the right to pursue a grievance under recognized informal and formal procedures. This document covers regular, full-time and part-time employees. Grievances involving students are handled according to the policy outlined in the student handbook.

With the adoption of the Equal Opportunity and Affirmative Action Policy (EO/AAP), in compliance with Federal Guidelines, the University ensures that each employee has a process for communicating a grievance of alleged discrimination. These procedures also apply to all grievances which may arise in matters of general personnel administration; i.e., recruitment and selection of all employees, their assignment, working conditions, promotion, salaries, layoffs, termination, retirement, fringe benefits, and matters involving rights provided for under the Affirmative Action Plan which directly affect the personal interest and well-being of an individual employee.

Where a dispute exists as to whether a particular matter is subject to coverage by these grievance procedures, the institution reserves the right to make the final judgment on that question through the President. In making that judgment, the President will interpret the coverage of these procedures liberally.

The President of the University will deny application of these procedures only where the matter in question clearly concerns issues of broad policy in which the grievant has no direct interest, where the President has good reason to believe that a grievance has been brought in bad faith for a political or similar inappropriate reason, or in other circumstances in which use of these procedures would clearly endanger their effectiveness as instruments for the redress of grievances.

Bradley University has established the following grievance procedures. They may be followed without fear of prejudice or retaliation. The intent of these grievance procedures is that, whenever possible, grievances should be resolved at the lowest level possible. Time limits expressed in these procedures should be viewed as maximum. All efforts should be directed at resolving a grievance in the timeliest manner possible.

All problems should be resolved, whenever possible, before filing a grievance, and open communication is encouraged so that a formal grievance is not necessary. Informal resolution of a grievance is encouraged and may be continued throughout the process.

Once a grievance is filed, no revisions or additions are permitted.

Informal Grievance:

Eligibility - Any employee believing that he/she has been done an injustice through the action of another employee, a supervisor, or other persons acting for the institution may bring an Informal Grievance under these procedures:
1. The employee should first discuss the grievance with his/her immediate supervisor. The employee and the supervisor should not discuss the circumstances of a grievance with other individuals.

2. If the grievance remains unresolved, the employee may discuss it with the department head. The department head should act to resolve the grievance within five working days after its receipt.

3. If circumstances of the grievance prevent using Steps 1 and 2, or if the department head does not resolve the grievance within five working days, the employee may discuss the grievance with the administrator that the department head reports to, or in matters involving issues of equal opportunity and discrimination, the Director of Human Resources.

4. If the grievance is reported to the Director of Human Resources and resulted from a violation of personnel policies, she/he will bring the matter to the attention of the appropriate administrator, who shall take or direct appropriate administrative steps to enforce the policy, plan, or law and to resolve the grievance. Each administrative level utilized by the grievant, but not resolving the grievance, shall inform the grievant of the next appropriate administrative level to utilize.

5. If the individual believes that discriminatory treatment was received and cannot solve the issue within his or her internal structure, the individual should contact the Director of Human Resources.

6. Any retaliatory action of any kind taken by an employee of the University against any other employee of the University as a result of the person seeking redress under these procedures, cooperating in an investigation, or other participation in any procedure under these procedures shall be regarded as a separate and distinct grieveable matter.

7. The informal process should not exceed twenty-five days.

Formal Grievance:

Eligibility - If the grievance alleges discrimination, and if the grievance could not be resolved by an informal appeal, the employee may submit a request in writing to the appropriate Vice President or Athletic Director (who shall forward a copy to the Director of Human Resources) to have the grievance considered by a formal Grievance Committee which will make a recommendation to the appropriate administrative officer. If the grievance results from a violation of personnel policies, employment law, or alleges discrimination, the aggrieved employee may file a grievance directly with the Director of Human Resources.
Content of Request - The request for a formal hearing shall contain the following:

1. Name, address and telephone number of grievant;

2. Event(s) causing the grievance and the date(s) of occurrence;

3. Place(s) that event(s) occurred;

4. What the grievance involves; e.g., hiring, promotion, downgrading, job assignment, termination, benefits or other factors. If grievant is alleging discrimination, include type of discrimination; e.g., race or color, religion, sex, national origin, disability, age or other factor;

5. Names and, if possible, titles of persons involved; and

6. Remedy sought.

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

The Grievance Committee shall hear the grievance together with such witnesses as it deems germane to the grievance and shall forward its recommendations in writing to the Provost, Vice President or Athletic Director within five (5) working days of the close of the hearing.

The Grievance Committee shall make every reasonable effort to reach its findings and make its recommendations to resolve the matter within thirty (30) working days of the Committee’s formation, and to present its report to the appropriate administrator; i.e., Provost, Vice President or Athletic Director for review and appropriate action. The decision of the Provost, Vice President or Athletic Director may be appealed in writing to the President by the aggrieved employee, the supervisor, the department head or unit head within three (3) working days of receipt of the decision. The decision of the President shall be final.

The University Affirmative Action Officer shall be involved in and receive a copy of the proceedings and results of all grievances resulting from alleged violations of personnel policies, the University’s Affirmative Action Plan, employment law, or if discrimination is alleged.
Appointment of the Grievance Committee - The Grievance Committee shall be convened by the Provost, Vice President or Athletic Director. The Committee shall be composed of a cross-section of employees within the University. The Committee will consist of no fewer than seven (7) members. The Director of Human Resources and Equal Employment Opportunity/Affirmative Action shall serve as advisor of the committee but shall have no vote.
Use of Equipment and Vehicles

Equipment and vehicles essential in performing job duties are expensive and may be difficult to replace. When using University property, employees are expected to perform required maintenance and follow all operating instructions, safety standards and guidelines. Employees should exercise care to ensure that improper, careless, negligent, destructive or unsafe use and operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations do not happen.

Please notify the supervisor if any equipment, machines, tools or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.
Business Expenses

The University provides financial assistance to administrative and professional employees for attendance at professional meetings and other approved travel. The funds available have been allotted to the administrative offices. The allotment of each unit is allocated by the appropriate administrator. Current and more detailed information can be found at www.bradley.edu/controller/policy/

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

- For reimbursements, proper documentation of travel and/or meal expenses must be sent to Accounts Payable within 30 days.

- All receipts for expenses charged to University charge cards must be attached to the charge card statement and returned to Accounts Payable so the University can process the bill for payment without incurring finance charges.

- Substantiation must be provided for reimbursement for transportation, such as airline tickets, bus receipts, taxi cab receipts and parking fees.

- For lodging reimbursement, the itemized bill from the provider must be included.

- If considered appropriate business expense, subscriptions, conference registrations, dues and membership fees may be substantiated with a cancelled check or receipt.

- Foreign travel expenses must be converted to U.S. dollars before reimbursement.

- Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased or rented by Bradley University may not be used for personal use.

- Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.
Policy on Drugs and Intoxicants in the Workplace

In compliance with the Drug-Free Workplace Act of 1988 and in a continuing belief that the University environment should remain conducive to teaching and learning, use of controlled substances and intoxicants, also prohibits any employee, or other individual, while visiting or using its facilities, from being under the influence of any controlled substance or intoxicant.

Employees, or other individuals, violating this policy may be subject to arrest by appropriate legal officials. Employees may be required to complete, by certification, an approved drug or substance abuse program, or be subject to University discipline, up to and including immediate dismissal. Sanctions including future prohibition against employment and use of University facilities may be imposed upon any individual guilty of violating this policy. In addition, all those individuals working under a federal grant or contract must also notify the University of any criminal drug statute conviction for a violation occurring in the workplace within five days of such conviction.

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

The University provides additional assistance to employees by providing information about such programs and other relevant information sources through the Center for Wellness and Counseling and University Health Services. The Human Resource Department may also be contacted.

Compliance with Drug-Free School and Communities Act

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

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

It is the policy of Bradley University to prohibit solicitations or distribution of literature on its premises, whether made by employees, individuals, or groups not associated with the University. Unrestricted solicitation on University premises interferes with the normal operations of the institution, is detrimental to employee efficiency and is annoying to the campus community. There are few exceptions:

1. Bradley University sponsored or organized solicitations may be permitted during work hours.

2. Solicitations for gifts or expressions of sympathy to fellow employees or their families may be permitted on certain occasions, provided you obtain prior approval.

Actively in violation of the restrictions established in this policy shall be reported immediately to University Police.
**Inclement Weather**

Class cancellations and/or University closings due to inclement weather are rare events. The Provost, in consultation with appropriate administrative offices, will make the decision regarding class cancellations or University closings. It is important to distinguish between class cancellations and University closings because of the significant residential population on campus and the necessary associated life and safety support systems provided to students by our employees. Class cancellations do not necessarily mean the University is closed.

When classes are canceled or the University closes, the University will distribute the message in a number of ways including text messages, web alerts, email and local news media. Employees may also call 677-4000 for updates during severe weather conditions. Faculty and staff may register for University emergency text messaging at [http://emergency.bradley.edu/](http://emergency.bradley.edu/).

Without a formal class cancellation or University closing, any employee absent from the campus during periods of inclement weather, are required to use vacation time. **Supervisors DO NOT have the discretion to release employees from their work schedules.**

If the University closes, employees scheduled to work will be paid for the time the University is closed. Employees who are not scheduled to work and those who have scheduled vacation time will not receive “snow day” pay. The same guidelines apply should the University close for a partial Day.
Weapons Policy

I. Purpose

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

II. Persons Covered by this Policy

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

III. Prohibited Activities and Exceptions

A. Possession of Weapons

No Weapon may be possessed on Bradley Property or in a Bradley Vehicle. No Bradley employee may possess a Weapon when acting within the scope of their employment.

B. Exceptions

The prohibitions in Section III.A do not apply to the possession of Weapons if:

(a) The Weapon is being used in connection with a weapons safety course or weapons education course approved and authorized by Bradley.

(b) The Weapon is possessed by an on duty law enforcement officer or an off duty law enforcement officer who is required to carry a weapon or firearm at all times as a condition of his or her employment.

(c) The Weapon is being used in connection with sanctioned classes, athletics, or recreational sports practices, games, matches, tournaments or events when the activity requires the use of such weapons or firearms (e.g., fencing, starter pistols, and archery).

(d) The Weapon is a replica being used in connection with Bradley-related theatrical productions.

(e) The Weapon is a Concealed Carry Firearm being used in a Lawful Parking Activity.
(f) There is a written determination, which was applied for in advance, by the Chief of the Bradley Police Department and approved by Bradley's President that an exception should apply.

IV. Signage

Bradley Property shall be posted with signs as provided in the Act and Regulations stating that the carrying of firearms is prohibited. Weapons which are not Concealed Carry Firearms are always prohibited regardless of compliance with any requirements of the Act or Regulations concerning signs.

V. Sanctions for Violations

Bradley students who violate this Policy are subject to discipline for violating the Code of Conduct as provided in the Bradley Student Handbook.

Bradley employees who violate this Policy are subject to discipline according to the terms and conditions of their employment.

Any other person who violates this Policy is subject to being banned from Bradley property.

All persons who violate the Act or Regulations are subject to prosecution in accordance with the Act and other applicable Illinois laws.

VI. Definitions

A. “Concealed firearm” means a loaded or unloaded Handgun carried on or about a person completely or mostly concealed from view of the public or on or about a person within a vehicle.

B. “Handgun” means any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand. “Handgun” does not include:
   (i) a stun gun or taser;
   (ii) a machine gun as defined in item (i) of paragraph (7) of subsection (a) of Section 24-1 of the Illinois Criminal Code of 2012;
   (iii) a short-barreled rifle or shotgun as defined in item (ii) of paragraph (7) of subsection (a) of Section 24-1 of the Illinois Criminal Code of 2012; or
   (iv) any pneumatic gun, spring gun, paint ball gun, or B-B gun which expels a single globular projectile not exceeding .18 inch in diameter, or which has a maximum muzzle velocity of less than 700 feet per second, or which expels breakable paint balls containing washable marking

C. "Lawful Parking Activity" means: (1) a Licensee carrying a concealed firearm on or about his or her person within a vehicle into a parking
area and storing a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area; or (2) a Licensee carrying a concealed firearm in the immediate area surrounding his or her vehicle within a parking area only for the limited purpose of storing or retrieving a firearm within the vehicle's trunk, provided the Licensee ensures the concealed firearm is unloaded prior to exiting the vehicle. For purposes of this definition, “case” includes a glove compartment or console that completely encloses the concealed firearm or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box, or other container.

D. “Licensee” means a person holding a valid license under the Act to carry a concealed handgun who is otherwise acting in compliance with the Act and Regulations.

E. “Weapon” means:

(i) any device, whether loaded or unloaded, that shoots a bullet, pellet, flare or any other projectile including those powered by CO². This includes, but is not limited to, machine guns, rifles, shotguns, handguns or other firearm, BB/pellet gun, spring gun, paint ball gun, flare gun, stun gun, taser, or dart gun and any ammunition for any such device. Any replica of the foregoing is also a Weapon under this Policy;

(ii) any explosive device including, but not limited to, fireworks of any kind and black powder; and

(iii) any device that is designed and traditionally used primarily to inflict harm including, but not limited to, bows and arrows, throwing knives, daggers, swords, bayonets, or machetes.

VII. Administration of Policy

The Bradley Police Department, under the direction of the President and in consultation with other affected Bradley Departments and Administrators, shall be responsible for the development and promulgation of procedures and protocols for implementation and administration of this Policy.

This policy was approved for implementation by the Bradley University Board of Trustees on 1st day of August 2014.