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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 borders.

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 to him 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 Vice President for Enrollment Management, 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.
CLASSIFIED HANDBOOK

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A. Nature of Employment

Employment with Bradley University is employment at will. This means that either the employee or the University may discontinue the employment relationship at any time for any reason. Nothing in this handbook should be construed as a promise for permanent employment or employment for a specific term. The handbook is a guideline to the current employment practices of Bradley University. The guidelines contained in this handbook may be changed or discontinued from time to time, with or without notice.
B. Code of Employer-Employee Relations

It is the intent of Bradley University to announce to all employees the fundamental principles comprising the processes of employment between the University and its personnel.

1. In its continuing effort to support an effective working environment, the University pledges its desire to:
   a. Employ people by their qualifications and with assurance of equal opportunity and treatment;
   b. Establish hours of work conducive to the operational needs of the University;
   c. Maintain a safe working environment;
   d. Welcome constructive suggestions that relate to methods, procedures, working conditions and the nature of the work performed; and
   e. Establish procedures for employees to freely discuss any matter of interest or concern with their immediate supervisor*, department head or the Human Resource Department.

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

3. The University retains the right to exercise customary managerial functions including:
   a. Assign, supervise, discipline and terminate employees;
   b. Determine and change starting times, quitting times and shifts;
   c. Reassign employees;
   d. Determine and change the size of and qualifications of the work force;
   e. Establish, change and abolish its policies, practices, rules and regulations;
   f. Determine and change methods by which its operations are to be carried out; and
   g. Assign duties to employees according to the University's needs and requirements and to carry out all ordinary administrative functions.

*As used in the Handbook, supervisor means an individual with the authority to assign, direct and review the work of subordinates
C. 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, creed, 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.
D. 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.

Disabled Veterans and Veterans of the Vietnam Era Discrimination
Bradley University will not discriminate against disabled veterans or veterans of the Vietnam era.

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

While not explicitly required by Title VII of the Civil Rights Act or state law, Bradley University has adopted a policy that 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 should such information become available. Sexual orientation 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. (Section VI, Page 6-7)

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.
E. 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 termination from military service, 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 (Section VI, Page 6-7).
F. 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. It is imperative that all employees and students be involved in an atmosphere free from sexual harassment.

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. When hostility toward an individual, because of the individual’s gender, motivates the hostility; such conduct 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 Section I, Pages 1-9, 1-10.) 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 or student indicating clearly that the conduct is unwelcome and request it cease.

Failing in the first step, the next step is for the employee or student 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 one of the following: (1) the student non-academic grievance policy, (2) the faculty grievance policy, or (3) the established mechanism for handling a complaint of discriminatory action through the EEO/AA Officer.

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 or student with a complaint of sexual harassment may initiate charges under the Illinois Human Rights Act by contacting the Illinois Department of Human Rights or the Illinois 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 Department within 180 days of the alleged unlawful conduct, which, after Department investigation, may result in adjudication before the Commission. Further details on this process may be obtained from the Department or Commission.
G. Policy on Reporting and Investigation of Allegations of Suspected Improper Activities (Whistleblower Policy)

Policy Purpose and Statement

Institutions of higher education are entrusted by society with great resources and commensurately great responsibilities for creation, dissemination, and preservation of knowledge. College and University personnel play a key role in upholding public trust and acting in the highest standards of ethical practice, integrity, openness, honesty, accountability, responsibility and fairness. Bradley University (University) encourages everyone associated with it to commit to acting in the best interest of the University.

In order to facilitate open and honest communication, the University has established a Code of Ethics for Trustees, Officers and Key Employees. This Code of Ethics reinforces other standards of ethics and responsibilities contained in employment agreements and policies at Bradley. The University is committed to maintaining a positive, ethical work environment for all members of the University community.

To this extent, if an individual suspects fraud, abuse or misuse of the University's resources or assets; encounters dishonest actions or deeds; suspects a conflict of interest; or any other behavior that violates University policies, laws and regulations, then these types of violations or suspected violations should be reported to the University.

Policy Guidelines

A report of a violation should reflect a real or legitimate concern that is believed should be addressed. Anyone who reports a violation will not suffer harassment, retaliation or adverse employment consequences. Anyone who perpetuates harassment, retaliation or in any way affects the employment of a reporter will be subject to disciplinary action, up to and including termination of employment. The University encourages employees and other involved parties to bring forth serious issues and concerns utilizing established procedure and policy protocols.

Disclosures of violations or suspected violations should be reported to your immediate supervisor, department chair, dean, director, vice president, human resources or internal audit department.

If an individual is uncomfortable making such a submission as indicated above, the University has contracted with a third party who provides confidential, anonymous reporting services. All reports involving a violation will be treated seriously and fully investigated to determine the facts and resolution appropriate under the circumstances. Instructions for anonymous submissions to this third party provider can be found on the University’s website at secure.ethicspoint.com/domain/media/en/gui/23412/index.html on the University’s website or on the Human Resource website at www.bradley.edu/humanresources under the “Ethics Hotline” link.
H. 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.

- 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 be treated in a professional manner.

- When a student or visitor approaches an employee with a question or complaint, if possible, the employee should give the matter their immediate attention. 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.
I. Job Posting Procedures - Hiring

Classified position vacancies are posted for a minimum of five working days. Current position announcements are available on the Human Resource website at http://www.bradley.edu/humanresources/ or in the Human Resource Department (239 Sisson Hall).

Efforts are made by Bradley University to hire individuals who are qualified for employment as determined by our standards of education, experience, aptitude and character. Decisions regarding recruitment, selection and placement of employees are made by position-related criteria. Position openings may be filled by transferring qualified personnel from within the University according to established procedures.
J. Hiring Former Employees

Former employees may be considered for re-employment by completing a new Application for Employment. Re-employment will be determined by the applicant's current application, prior Bradley employment history, other work records and the existing needs of the University. A re-employed individual will have his/her seniority based on total service to Bradley University. Benefits based on service, such as vacation and personal days, will reflect the total service to Bradley. Vacation or personal leave may not be used until after satisfactory completion of the introductory period.
K. Nepotism (Hiring or Supervising Relatives)

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.
L. Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Bradley University wishes its business to operate. The purpose of these guidelines is to provide general direction. Employees may seek further clarification on issues related to acceptable standards of operation by contacting their supervisor or the Human Resource Department.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of the University. Business dealings with outside firms should not result in unusual gains for those firms or University employees. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks and other windfalls designed to benefit an outside firm, the employee or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is able to influence a decision that may result in personal gain for that employee or for a relative as a result of the University's business dealings. 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.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts or leases, it is imperative that he or she disclose to the appropriate supervisor the existence of any actual or potential conflict of interest so safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which this University does business, but also when an employee or relative receives any kickback, bribe, substantial gift or special consideration as a result of any transaction or business dealings involving the University.

The materials, products, designs, plans, ideas and data of the University are the property of Bradley and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct.

Departments or units of Bradley may have specific requirements regarding disclosure of information or data, and it is the responsibility of the employee to be familiar with those requirements. It is common in a University setting, for an employee to be engaged in writing or administering various grants. There may be specific confidentiality requirements related to any grant, and the employee is responsible to be aware of any disclosure parameters.

Any employee who engages in potential conflict of interest will be subject to disciplinary action, up to and including possible termination and legal action.
M. 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 to protect the University and the students. 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.
N. 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 dismissal. 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. Computer files should also be deleted when they are no longer needed.
Computer Access to Student Records

Employees with authorized access to computerized student records are responsible for anything that happens through their access codes. Computer sign-ons and passwords should be kept confidential and passwords should be changed at least monthly. Individual, rather than shared, sign-ons are recommended and can be requested through the Registrar's Office. 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.
0. Participation in Community Affairs

Bradley University wishes to fulfill its responsibilities to the community it serves by encouraging all employees to participate in civic affairs and practice good citizenship.

- Time spent in such activities should be outside the employee's working hours and not normally considered hours worked for pay purposes.

- If an employee engages in any political activity, he/she must do so as an individual and not a representative of the University. Campaigning, fundraising and other partisan political activities must be conducted on the employee's own time. Employees should inform the appropriate Vice President or Athletic Director of intentions to seek public office or accept an appointment to public office.
II. EMPLOYMENT STATUS AND RECORDS

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A. Employment Categories

It is the intent of Bradley University to clarify definitions of employment classifications so employees understand their employment status and benefit eligibility. This handbook applies to classified, non-exempt employees of Bradley University. This includes non-union employees engaged in the following categories: university support, clerical, technical, and university police. Non-exempt employees are covered by the overtime and minimum wage provisions of the Fair Labor Standards Act as well as applicable state law. Each employee is employed in one of the following employment status categories:

**REGULAR, FULL-TIME** employees are regularly scheduled to work the University's full-time schedule of 30 hours or more per week, a minimum of nine months per year. They are eligible for the University's benefit package, subject to the terms, conditions and limitations of each benefit plan.

**REGULAR, PART-TIME** employees are regularly scheduled to work less than 30 hours per week. Regular, part-time employees are eligible for some benefits on a prorata basis subject to the terms, conditions and limitations of each benefit plan.

**TEMPORARY** employees are hired as interim replacements to supplement the work force or to assist in the completion of a specific project. Employment assignments in this category are of limited duration. Employment beyond any initially-stated period does not imply a change in employment status. Temporary employees retain temporary status unless notified of a change. Temporary employees are not eligible for any of the University's benefit plans. If a temporary employee is hired as a regular employee, their date of hire for purposes of length of service and employee benefits will be the date they become a regular employee.
B. Introductory Period

All new and rehired regular employees work on an introductory basis for the first six months after their date of hire. Employees transferred within the University must complete a three-month introductory period with every re-assignment or new position. If it is determined that the designated introductory period does not allow sufficient time to evaluate the employee, the University may extend the introductory period for a specified length of time.

In the case of transfers within the University, an employee, who in the sole judgment of the supervisor is not successful in their new position, can be removed from that position at any time during the introductory period.

Benefit eligibility is determined according to the terms and conditions of each plan.

1. During the introductory period the employee's supervisor will closely monitor the employee's performance. Deficiencies in performance or other employment-related concerns are brought to the employee's attention for improvement.

2. Prior to the end of the introductory period, the supervisor will complete an appraisal of the employee's performance.

3. The introductory period is extended by the number of days an employee is absent from scheduled work. The introductory period will be extended when the supervisor determines additional time is needed to fairly evaluate the employee's performance. When such an extension is necessary, the employee will be notified of the specific time frame involved as well as the reasons for the extension.

4. New employees, whose performance is determined by their supervisors to be unsatisfactory, may be terminated at any time during the introductory period. New employees who are terminated during the introductory period have no right to utilize the University’s grievance process unless the employee alleges a violation of the University’s discrimination or harassment policies.

5. Transferred employees, who do not perform satisfactorily in their new positions prior to the end of the introductory period, may be eligible to return to their original position, if available, with supervisor approval. Transferred employees may not, otherwise, apply for other positions while in the introductory period.

6. Rehired employees are not eligible to take vacation or personal leave during the introductory period. Transferred employees may take vacation or personal leave during the introductory period with supervisor approval and written notification submitted to the Human Resource Department. Following satisfactory completion of the introductory period, employees may use these benefits according to established policy. Please refer to the Vacation, Personal Leave, Jury Duty and Military Leave policies.
7. Employees (following the introductory period) may be subject to a performance improvement plan when his/her performance does not meet expectations and the supervisor determines there is an opportunity for correcting and improving performance. An employee who is unable to correct his/her performance deficiencies may be subject to termination. When an employee's position responsibilities change significantly or an employee moves into a new position, the supervisor will closely monitor and work with the employee to determine suitability for the position and whether a performance improvement plan may be necessary. See Maintaining Work Standards and Improving Performance.
C. Transfer

Bradley encourages employees to seek transfer to positions for which they are qualified. Bradley University will determine the best qualified candidate for a position considering all position related criteria.

An employee is eligible for transfer following satisfactory completion of the introductory period. To be eligible for transfer, the employee must be in “good standing.” Good standing is defined as a record of satisfactory performance and no record of disciplinary action within the nine months immediately preceding the request to transfer. Transfers will be considered after review of the employee's qualifications for the open position as well as University needs.

1. To request a transfer to another position, an employee should adhere to the following process:
   a. If the employee meets the qualifications for the position, he/she must complete and submit a Transfer Application to the Human Resource Department, by the closing date and time as stated in the position announcement. This form is available online at www.bradley.edu/humanresources/employee/classified.shtml or in the Human Resource Department.
   b. The Human Resource Department will review the employee's qualifications to ensure the background and experience meets the specifications of the vacancy. If the specifications are met, the employee's application will be forwarded to the hiring supervisor for consideration.
   c. If the transfer application is not referred, the employee will be notified by the Human Resource Department that they are not being considered.

2. An employee's start date with the University will not change because of transfer.

3. Transfers may involve no change in pay, a pay increase or a pay decrease, based on a variety of factors.

4. Employees transferred to a new position shall be placed in an introductory status for a period of three months.

5. Transferred employees who do not perform satisfactorily in the new position, if such unsatisfactory performance is determined prior to the end of their introductory period, may be eligible to return to their original position, if available, and with department supervisory approval. It is anticipated the employee will be restored to the pay rate previously in effect prior to the transfer.
D. Personnel Records

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

1. Each employee's personnel file contains information required by the University for conducting business or as required by federal, state and local laws.

2. To view his/her personnel file, an employee must contact the Human Resource Department to schedule an appointment. The Personnel Records Review Act governs employee requests for access to their files.

3. All requests for employment information from third party constituents should be directed to the Human Resource Department. The Human Resource Department will verify only the following information regarding current and former employees to third parties:
   - Employment dates
   - Position held
   - Department

4. To maintain current personnel records, employees must notify the Human Resource Department and complete a Change of Status form regarding any of the following changes:
   a. Name – new social security card required;
   b. Address;
   c. Telephone number;
   d. Marital status;
   e. Number of dependents;
   f. Beneficiary designations for any of the University's insurance and pension plans;
   g. Persons to be notified in case of emergency; and
   h. Any other significant changes to be reflected in the personnel record, including qualifying events* which may allow the employee to effect changes in certain benefit elections.

5. 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 on the Human Resource website under the “Payroll Forms” link.

* 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.
E. Performance Appraisals

Supervisors will periodically evaluate the job performance of each employee. The performance appraisal consists of a written appraisal of the employee's job performance and a personal discussion with the employee. Information derived from the performance appraisal may be used to determine the employee's eligibility for transfers and wage increases.

1. Performance appraisals are completed at the following times:
   a. During or upon completion of an introductory period;
   b. Annually, on a date determined by the University; and
   c. At any time when a supervisor may deem it appropriate to thoroughly review and document the performance of the employee.

2. The supervisor will discuss the performance appraisal with the employee. At this time, the employee is given the opportunity to review and discuss the written appraisal. The employee is also given a copy of the appraisal and the original form is forwarded to the Human Resource Department for inclusion in the employee's personnel file.

3. If the performance appraisal contains a rating that the employee believes unjustified and the matter has not been resolved to the employee's satisfaction during the discussion with the supervisor; the employee may submit a written statement outlining the reason he or she disagrees with the information in the appraisal. This addendum is retained with the performance appraisal in the employee's personnel file as long as the performance appraisal remains on file.
F. Employment Termination

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. Employees are free to resign at any time, and the University reserves the right to terminate employment for any reason.

1. Employees are requested to give two weeks' written notice to their supervisor and the Human Resource Department prior to their resignation.

2. An employee is paid for any accrued and unused vacation, personal time and floating half-day. This payment is included in the final payroll check on the regular-scheduled pay day. See Sick/Medical Leave for specific information regarding sick leave payment.

3. Employees are required to return University keys to the Facilities Management Department prior to or on the last day of employment.

4. The Human Resource Department may conduct an exit interview. Identification cards must be returned at this time, as well as any other Bradley University property. If applicable, information concerning continuation of health and life insurance will be sent to the employee's home.

5. If an exit interview is not scheduled, it is the responsibility of the employee to ensure their identification card and all University property is returned to the Human Resource Department prior to their last working day.

6. Regular employees who are terminated due to a reduction in the work force will be given two weeks notice. The employee will be paid for any accrued and unused vacation and personal time. See Sick/Medical Leave for specific information regarding sick leave payment.

7. If an employee is absent from work and fails to notify their immediate supervisor of the absence and reason for it, the University will consider it a voluntary resignation after three consecutive work days of unreported absence.

8. For additional information concerning termination, see Employee Conduct and Disciplinary Action.

9. For information concerning retirement, see Retirement Plans And Retirement Policy.

10. Questions regarding termination are to be brought to the attention of the supervisor and/or the Human Resource Department. If you feel you have been treated unfairly or not in accord with University policy, you are expected to bring this to the attention of the Human Resource Department.
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A. Disclosure of Benefits

Bradley University provides eligible employees with welfare and pension benefits attributable to their employment. To protect the interests of all plan participants and beneficiaries, Bradley makes full disclosure regarding the operation and administration of all employee benefit plans.

1. The administrator of the University's employee benefit plans (Director of Human Resources) shall ensure that each participant in a welfare plan receives the following information:
   a. Summary description of the plan within ninety days after the individual becomes a participant;
   b. Updated summary description of the plan at such times as may be required by law;
   c. Summary description of any material modification of the plan within 210 days after the end of the plan year in which the modification is adopted; and
   d. Summary of the latest annual report of the plan within nine months after the close of the plan year.

2. The administrator shall, upon written request of any participant or beneficiary, furnish to such participant or beneficiary the following information:
   a. Complete copies of the latest updated summary plan description, the plan document, the latest annual report, and any other relevant plan documents required by law. The administrator may request a reasonable charge to cover the cost of furnishing such copies.
   b. A statement indicating, on the basis of the latest available information, the total welfare benefits accrued. In no case shall a participant or beneficiary be entitled to receive without cost more than one such report in any 12-month period.

3. The administrator shall make copies of the plan descriptions, latest annual reports, contracts, or other instruments under which the plans are established or operated available for examination by a plan participant or beneficiary in the principal office of the administrator and in such other places as may be necessary.
**B. Health Insurance**

1. The University offers health insurance which includes dental coverage, to eligible employees.

2. 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.

3. If you and your 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*, contact 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.

4. 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.

5. Classified employees with tours of duty of 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 regular tour of duty when they are scheduled to work.

   The employee must make payment for the 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. 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.

6. Employee health insurance premiums are deducted from the first two payroll checks of each month.

7. 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 directly 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.

8. Full-time employees participating in the health insurance program 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.**
9. Full details regarding any of these programs may be obtained by contacting the Human Resource Department.

Claim forms for the health and dental programs may be accessed at www.bradley.edu/humanresources and are also available in the Human Resource Department.
C. Life Insurance

1. Bradley University makes life insurance available to all regular, full-time employees working a minimum of nine months. There are two plans, Basic Life Insurance and Voluntary Life Insurance.

2. Coverage for life insurance begins the first of the month following your employment date provided you enroll within 31 days of employment.

3. 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.

4. 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.

5. Classified employees with tours of duty of nine months, but less than 12 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 regular tour of duty when 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.

6. Employee life insurance premiums are deducted from the first two payroll checks of each month.

7. Upon termination of employment with Bradley University, your life insurance plan may be converted to an individual policy. Please contact the Human Resource Department for further details.

8. Full details regarding the life insurance plans may be obtained by referring to the summary plan description or by contacting the Human Resource Department.
D. Long-Term Disability

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

2. 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.

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

4. Employees enrolled in the long-term disability plan 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.

5. The University contributes to the premium payment for the long-term disability plan. 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.

6. Classified employees with tours of duty of 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 regular tour of duty.

   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.

7. Long-term disability premiums are deducted from the first two payroll checks of each month.

8. Full details regarding the program may be obtained by referring to the group policy or by contacting the Human Resource Department.
E. 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 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 second feature of the plan permits employees to set aside pre-tax dollars for un-reimbursed 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 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 employees are deferring tax free dollars for unreimbursed medical expenses or dependent childcare expenses.**

Full details regarding the plan may be obtained by referring to the summary plan description or by contacting the Human Resource Department.
F. Holidays and Holiday Pay

1. Paid holidays to be observed are as follows:

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

2. 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*

3. The floating half-day will be granted to all eligible employees on June 1, the beginning of each fiscal year and cannot be used in hourly increments. 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.

   New 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.

   Employees who terminate their employment with the University and have not used their floating half-day will be paid for it at termination.

4. The University reserves the right to schedule work on an observed holiday. An employee (excluding temporary employees) required to work is entitled to the regular rate of pay for hours worked in addition to holiday pay. Employees will be paid holiday pay equal to their regular-scheduled hours of work.

5. Eligible regular, full-time and regular, part-time employees will receive holiday pay only for holidays on which they would normally be scheduled to work and only for their regular-scheduled number of hours. Regular, part-time employees working a variable schedule (including introductory employees) will receive holiday pay on a prorated basis only for holidays on which they would normally be scheduled to work. If a work shift begins or ends on a holiday, holiday pay will apply only to those hours worked on the day of the holiday.

6. Temporary employees and employees on unpaid leave of absence are not eligible to receive holiday pay.

7. To receive holiday pay, an eligible employee must be at work, or on an authorized paid absence, on the scheduled work days immediately preceding and following the day on which the holiday is observed. If an employee is absent on one or both of these days because of an illness or injury, Bradley University reserves the right to request medical verification of the illness or to have the employee examined by a physician selected by Bradley.

* Pay for the half-days is based on the budgeted tour of duty and is paid at 50 percent of the budgeted tour of duty. For example, an employee budgeted to work 40 hours per week will be paid 4.0 hours; an employee budgeted to work 37.5 hours per week will be paid 3.75 hours, etc.
8. A holiday that occurs on a Saturday or Sunday may be observed on either the preceding Friday or the following Monday at the discretion of the University.

9. If a holiday occurs during an employee's vacation leave or paid sick leave, the employee will be given the holiday on the date observed by the University. This will not be charged against the employee's vacation or sick leave.

10. Bradley recognizes that some employees may wish to observe, as periods of worship or commemoration, certain days that are not included in Bradley's holiday schedule. An employee who wishes to take a day off for such reason may be permitted to do so, with supervisor approval and provided the employee's absence from work does not result in an undue hardship on the department. Employees may use paid vacation or personal time, when approved; or they may take this time off as an unpaid excused absence with supervisor approval.
G. Vacation

1. Bradley University grants paid vacation time to regular, full-time and part-time employees whose tour of duty is scheduled over a 12-month period.

2. Full-time and part-time employees, who are not scheduled to work over a 12-month period, are not eligible for paid vacation leave.

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

4. Time off for vacation must be planned with supervisor approval so the time off can be coordinated with the department's needs.

5. Regular, full-time employees shall receive vacation credit for each bi-weekly payroll period according to the following accrual schedule:
   (Note: The accrual rates vary based on the scheduled weekly hours.)

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>37.5-Hour Per-Week Employee</th>
<th>40-Hour-Per-Week Employee</th>
<th>Maximum # of Paid Vacation Days Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 through 5 years</td>
<td>2.884615 hours per bi-weekly</td>
<td>3.076923 hours per bi-weekly</td>
<td>10 days</td>
</tr>
<tr>
<td>6 through 10 years</td>
<td>4.326923 hours per bi-weekly</td>
<td>4.615385 hours per bi-weekly</td>
<td>15 days</td>
</tr>
<tr>
<td>11 or more years</td>
<td>5.769231 hours per bi-weekly</td>
<td>6.153846 hours per bi-weekly</td>
<td>20 days</td>
</tr>
</tbody>
</table>

6. New introductory employees are not eligible for any vacation benefits during the first six months of employment; however, from the seventh month of employment through the twelfth month, 37.5-hour-per-work week employees earn vacation at the rate of 5.769231 hours per bi-weekly payroll period and 40-hour-per-work week employees earn vacation at the rate of 6.153846 hours per each bi-weekly payroll period.

   The start date for accrual purposes for new employees hired on the 1st through the 15th of the month is the 1st of the 7th month of employment. The start date for accrual purposes for new employees hired on the 16th through the last day of the month is the 1st of the 8th month of employment.

7. Rehired employees are not eligible to use vacation during the six-month introductory period. Transferred employees may take vacation during the introductory period for the new position, with supervisor approval and written notification to the Human Resource Department.

8. Vacation is accrued bi-weekly and may only be used as earned. An employee shall not accrue vacation hours for any payroll period when the employee is on an unpaid leave that exceeds 50 percent of the employee's regular-scheduled hours.

9. An employee shall not accrue vacation hours for any payroll period when the employee receives paid sick leave that exceeds 50 percent of the employee's regular-scheduled hours.
10. Regular, part-time employees are eligible for paid vacation leave. The amount of vacation leave for a regular, part-time employee is pro-rated based on the employee's regular-scheduled hours.

11. Temporary employees are not eligible for paid vacation leave.

12. Vacation pay for full-time and part-time employees is paid at the employee's regular rate of pay for the vacation period.

13. With the supervisor's approval, vacation may be taken as earned, and the employee does not have to wait for the start of a new fiscal year. The employee may request vacation at any time they have an earned vacation balance. Earned vacation in the current fiscal year, must be taken by the end of the subsequent fiscal year. If the employee does not use that earned vacation within that timeframe, the vacation is forfeited.

14. On 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.

15. If a paid holiday falls within an employee's vacation leave, an eligible employee will be paid for the holiday and shall not have to utilize earned vacation time.
H. Sick/Medical Leave

1. A full-time employee will accrue sick leave equivalent to one day per month. Sick leave accrues during each payroll period the employee is actively at work (subject to certain exceptions noted in these policies).

2. Regular, part-time employees accrue pro-rated sick leave, based on the employee’s regular-scheduled hours.

3. Accrued sick leave, when utilized, is paid at the employee’s base rate of pay.

4. An employee shall not accrue sick leave for any payroll period when the amount of paid sick leave exceeds 50 percent of the employee’s regular-scheduled hours.

5. Sick leave is not earned during periods of unpaid leave.

6. Employees can accumulate sick leave up to a maximum of 130 work days (1040 hours for those working 40 hours per week on a nine to 12-month basis or 975 hours for those working 37.5 hours per week on a nine to 12-month basis etc. The accrual rates vary based on the scheduled weekly hours).

7. 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 some idea 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.

8. 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:

   a. 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 should 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.

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

* 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) 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.
c. Exposure of the employee to a contagious disease that could be transmitted to other employees.

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

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

9. Upon termination of employment, the employee may be paid for one-third of any accumulated sick leave provided the employee has completed a minimum of five years of continuous service. This payment will be included on the final payroll check on the regular-scheduled pay day.

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

11. Employees with an insufficient accumulation of sick leave days will be required to use all paid leave (vacation days, personal 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. Employees must exhaust all accrued sick leave prior to using vacation, personal or floating holiday for periods of time that qualify for sick leave.

12. 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 or a member of the employee's immediate family* 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 with University approval.

13. 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.

14. 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.

15. Employees on an unpaid medical leave of absence will not accrue vacation or sick leave and will not receive holiday pay.

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

* 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) 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.
17. Most employees will be restored to their original or equivalent positions, with equivalent pay, benefits and other employment terms during the first 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. Granting extensions is not automatic.
I. Unpaid Leave of Absence (Not Medically Related)

Employees requesting an unpaid leave must have exhausted all paid leave (vacation, personal and floating half-day) before unpaid leave is granted. A written request for unpaid leave must be submitted to the Human Resource Department for approval prior to the leave. Please call the Human Resource Department for further assistance with this leave practice.
J. Personal Time

1. Personal time allows the employee time each year for personal business or other matters that legitimately require absence during the usual working hours but which are not covered by sick/medical leave.

2. If the employee has more than one year's continuous service on June 1, the employee will receive two personal days on June 1 for the fiscal year. If the employee has from six months to 12 months of service on June 1, the employee will receive one personal day on June 1 for the fiscal year. If the employee has less than six months service on June 1, the employee will receive one personal day for the fiscal year at the satisfactory completion of the introductory period.

3. Rehired employees are not eligible to use personal leave during the six-month introductory period. Transferred employees, with the approval of the supervisor, may take personal leave during their introductory period for the new position.

4. Part-time employees are eligible for personal time on a prorated basis.

5. Personal days are not cumulative and at no time will more than two personal days be granted in a fiscal year.

6. Upon termination of employment, the employee will be paid for any unused personal days.

7. Although the employee is not required to present evidence of a need for personal time, the employee must request advance approval from the supervisor so arrangements may be made for the absence.
K. 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 and medical reasons. Employees are eligible if they have worked for the University for at least one year and for 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, parent or individuals who stood “in loco parentis” (as defined by the FMLA) meaning they had day-to-day responsibilities to care for and financially supported the employee when the employee was a child under 18 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 time, 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.
**L. Bereavement Leave**

1. 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.

2. 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 (personal, vacation or floating holiday) 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 by the FMLA) 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.
M. Retirement Plans and Retirement Policy

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 programs available to employees; a Defined Contribution Plan (DC Plan) and a Tax Deferred Annuity, to support employees in planning for retirement.

1. Defined Contribution Plan (Retirement Annuity - RA)
   The University participates in a retirement annuity program 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.

   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.

   d. If you are re-employed by the University, you will be eligible for participation upon meeting the year of service requirement.

2. 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) program. 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 GSRA. Limitations on TDA contributions are subject to IRS regulations.

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*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.
3. Bradley University retirement practices for full-time employees are:

   a. 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.

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

      - Normal retirement may be taken at age 65 or older at the employee's option with benefits of Social Security, TIAA-CREF and other benefits established by the University.

      - 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.

   c. 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.

   d. 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.

   e. The University will conduct informational meetings for those interested in retirement. The University will provide information regarding relevant issues such as projected retirement plans and benefits to include Social Security, TIAA-CREF, and University retirement benefits.

   f. Other benefits available to retirees may include:

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

4. For further information regarding the retirement plan and other retirement-related matters, contact the Human Resource Department.
N. Jury Duty

1. If an employee is summoned for jury duty, the employee must make arrangements with the supervisor in advance. Upon return to work, the employee must furnish a Jury Duty Statement to the supervisor, for forwarding to the Human Resource Department, indicating the day(s) served. This statement must be requested from the Court.

2. If the initial introductory period has been satisfactorily completed, the employee will be paid their regular hourly wage for the time lost during the scheduled working hours for up to two weeks (ten working days) while serving jury duty during normal working hours.

3. If jury duty begins after the start of the normal scheduled work day, the employee is expected to report for work prior to reporting for jury duty. If jury duty concludes before the end of the normal scheduled work day, the employee is expected to report for work after jury duty. If this proves impractical, the supervisor's approval is required for waiver.

4. Bradley University will not require a night-shift worker to work while the employee is serving jury duty in the day.
0. 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.
P. 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 you 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, personal 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.
Q. 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 and the employee has satisfactorily completed his/her introductory period with the University. 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 hourly wage less the amount of military pay.
R. Educational Assistance

Tuition Remission

Bradley University has developed a tuition remission program to benefit eligible employees, as well as spouses and certain dependents of an eligible employee. 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 the “Bradley family.” 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. Questions should be directed to 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 participation. 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. Questions should be directed to the Office of Financial Assistance.
S. Services Available to Classified Employees

1. 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 employees 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.

2. 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/.

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/.

5. Purchase, Supply or Service Requisitions

All requisitions must be signed by the department head, director or authorized person before being sent to the Purchasing Department. Standard University requisition forms are available in pads stocked by Office Supply (located in Macmillan Hall).
Each numbered requisition comes in four colors: white, blue, pink and yellow. The first three copies are sent to the Purchasing Department; the requisitioning department or division retains the yellow copy. (The three copies sent to the Purchasing Department should not be separated.) The pink copy will be returned to the department after the purchase order has been completed with the purchase order number referenced. The requisition should be as specific as possible regarding quantity, size, color and other pertinent details. The requisition should include the total estimated cost of materials and when the material is needed. Unless otherwise noted, the purchase order will be mailed to the address supplied on the requisition. The purchase order can also be faxed by Purchasing or picked up by the department. If the department wishes to place the order themselves, a requisition should be completed by the department and faxed to Purchasing. A confirming purchase order number will be assigned and the department will be called back with the purchase order number to reference when the order is placed. The Purchasing Department will not mail or fax confirming purchase orders.

A requisition form must never be used as a purchase order for an off-campus purchase.

When materials requisitioned from an outside vendor via the purchase order system are delivered by the Receiving Department, the recipient will be asked to sign a scanner which shows proof of receipt. The department needs to open and examine the shipment and notify the Purchasing Department as soon as possible of any discrepancies. The information will be notated on the purchase order, but it is up to the department to contact the company and resolve the problem.

Requisition forms must be used when making business purchases from the Bradley bookstore. Clothing and gift items must have business purpose notated on the requisition. Personal items purchased by the employees are never to be included on a requisition form.

The use of unauthorized purchasing procedures will result in personal liability of the purchaser for the amount of the purchase.

6. **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.

7. **Notary Services**

   The Controller's Office has Notary service available for employees.

8. **Direct Deposit Service**

   Direct deposit service of payroll checks is available to any financial institution within the continental United States. Enrollment forms will be available during orientation, online at [http://www.bradley.edu/humanresources/payroll/](http://www.bradley.edu/humanresources/payroll/) and at any time in the Payroll Department.
9. **U.S. Savings Bonds**

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

10. **Recreation Privileges**

    The Markin Family Student Recreation Center, the university's recreation complex, is open more than 120 hours per week and offers numerous activity areas – a multi-purpose gym, racquetball courts, weight room with a generous supply of free weights and weight machines, a cardiovascular center, a dance studio, and a pool. For more information regarding access contact Campus Recreation.

11. **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.

12. **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.

13. **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.

14. **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.

15. **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.
16. 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.

a. The Alumni Reunion Dining Room of the Robert H. Michel Student Center is open during the fall and spring semesters from 11:00 a.m. until 1:30 p.m., Monday through Friday (except holidays).

b. The Robert H. Michel Student Center offers banquet and dining facilities in the ballroom as well as in other rooms for smaller dining meetings. For further information regarding cost and facilities, call the Conference Facilities/Parking Office at Ext. 3056 or visit the website at www.bradley.edu/pubinfo/FacilitiesGuide.
T. 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.

Use of Bradley's telephone lines should be confined to business calls. Personal telephone 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. Incoming personal calls for employees are discouraged.

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 to make the call and reimburse the University. All long-distance phone calls are monitored through Communications and Engineering Support, Telecommunications and itemized statements are issued monthly to appropriate administrators. Violation of these procedures may result in disciplinary action and require reimbursement to the University. Please secure authorization prior to making toll calls.

Bradley's stationery must not be used for personal correspondence. Any communication sent out on University stationery could be construed an official communication.

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 registered students, all full and part-time faculty, and full and part-time staff (as required by their supervisor) shall be provided with a University e-mail account. Account holders shall be 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 shall supersede any departmental policies pertaining to use of email 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 (employment issues, contracts, etc.) will continue to be handled only through campus or U.S. postal 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).
U. Parking

Bradley University provides parking facilities for its employees.

1. Every effort is made to provide parking for all employees. Parking permits are issued in the Controller’s 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.

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

3. 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 the automobile in the parking lots.

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

5. 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.
W. 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.
X. 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 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 extent 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](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.
IV. TIMEKEEPING AND PAYROLL

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A. Pay Day

Pay day is every other Friday and is payment for the two-week payroll period that ended the preceding Saturday. Departmental offices distribute payroll checks.

The Payroll Department maintains wage payment records. Consult this department if you have questions regarding your payroll check.

See Direct Deposit Service. (Section III, Page 3-29)
B. 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.
C. Administrative Pay Corrections

The University seeks to ensure employees are paid promptly on the scheduled pay day and that 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. Once underpayments are identified, they will be corrected in the next regular payroll check.

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

Time and Attendance Sheets are submitted every two weeks. Completed and approved time sheets are due in the Payroll Department by 9:00 a.m., on Monday prior to the scheduled pay day. The individual time card must be completed and signed by the employee, recording all hours including regular, vacation, sick, personal, etc., and submitted to their supervisor for approval and signature. The supervisor’s and employee’s signatures certify the accuracy and approval of all time recorded.

Accurately recording time worked is the responsibility of every classified employee. Federal and state laws require the University to keep an accurate record of time worked to calculate employee pay and benefits. Time worked is all time spent on the job performing assigned duties.

Tampering, altering or falsifying time records or recording time on another employee’s time record may result in disciplinary action, up to and including termination.

Employees should report to work no more than 15 minutes before their scheduled starting time nor stay more than 15 minutes after their scheduled stop time without authorization from their supervisor.
E. Severance Pay

The University does not normally provide severance pay. The University may, in its sole discretion, provide severance pay in lieu of notice to employees in certain circumstances. This may be done when the departure of the individual, prior to the end of the notice period, meets the needs of the University. While the University may, in its sole discretion, provide severance in a limited set of circumstances, the following situations will not qualify for severance pay:

1. Employees hired as temporary employees for a specified time.
2. Position elimination due to a reduction in work force.
3. Should the employee be offered, but refuse to accept, another suitable position with the University.
4. The employee is terminated for cause.
V. WORK CONDITIONS AND HOURS

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A. Employee Safety

1. It is the intent of Bradley University to provide a safe work environment for all employees. Employees are expected to comply with all safety and health requirements whether established by the University or federal, state and local laws.

   Equipment essential in performing job duties is often expensive and may be difficult to replace. When using University equipment, employees are expected to exercise care and follow all operating instructions, safety standards and guidelines.

   Employees should notify their supervisor if any equipment, machines or tools appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects and needed 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 used on the job. Improper, careless, negligent, destructive or unsafe use or operation of equipment can result in disciplinary action, including termination.

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

   The Safety Supervisor has responsibility 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.

   Employees are expected to obey safety rules and exercise caution in all work activities. Any unsafe condition must be reported immediately to the employee’s supervisor.

   See Section V, Page 5-3
B. Accidents and Injuries

Any accident that occurs on the job must be reported to the employee’s immediate supervisor as soon as possible. After taking appropriate action concerning the injury, the employee and supervisor will prepare a work-related Accident Report (obtained online at http://www.bradley.edu/humanresources/benefit/compensation.shtml or from the Human Resource Department). This form should be completed and returned to the Human Resource Department as soon as possible. This information is necessary to determine if the injury will qualify for a State of Illinois Workers’ Compensation Insurance claim and to satisfy requirements of the Occupational Safety and Health Act (OSHA).

1. All employees should be alert in their activities to protect their safety and health. The responsibilities of employees include:
   a. Inspecting their work areas;
   b. Familiarity with all safety and health procedures;
   c. Identifying unsafe conditions; and
   d. Reporting all accidents.

2. All observed safety and health violations and any accidents resulting in injuries to classified and student employees shall be reported immediately to the employee’s supervisor and the Human Resource Department.

3. All employees are encouraged to submit suggestions concerning safety and health matters to their immediate supervisor, the Safety Supervisor or the Human Resource Department.

4. If safety clothing and equipment, such as safety glasses or protective footwear, are required by OSHA regulations or University policy, the University will make provisions to obtain these items without cost to employees. The University will replace damaged or broken safety clothing and equipment, provided the damage is not caused by negligence of the employee.

5. No employee shall be terminated or discriminated against because the employee has instituted a proceeding with OSHA, testified in such a proceeding, or otherwise exercised any right afforded by OSHA. Time spent by employees in accompanying OSHA compliance officers during “walk-around inspections” will not be considered hours worked for pay purposes, except when assigned by a supervisor.
C. 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.
D. Visitors in the Workplace

To provide for the safety and security of employees and the facilities at Bradley, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare and avoids potential distractions and disturbances.

Because of safety and security reasons, family and friends of employees are discouraged from visiting. Employees are responsible for the conduct and safety of their visitors. When possible, visits should be approved by the supervisor.

It is expected that employees are present in work areas only when scheduled to work.
E. Attendance and Punctuality

Bradley University encourages habits of good attendance and punctuality by employees. The University recognizes that circumstances beyond an employee's control may cause absence from work for all or part of a day. Unauthorized absences or tardiness will not be tolerated and will result in disciplinary action.

1. Employees are expected to report for work whenever scheduled. They should notify their supervisor in advance whenever they are unable to report. Employees should provide as much notice as possible. Failure to notify the supervisor of any anticipated absence or delay in reporting for work may result in loss of compensation during the absence and may be grounds for disciplinary action.

2. Any employee who is absent from work without having notified their immediate supervisor of the absence or the reason for it will be considered as having resigned following the third consecutive day of absence.

3. Employees must notify the Human Resource Department for absences in excess of five days.

4. An employee must be at the workstation at the starting hour and at the prescribed time after allowed breaks. Employees who for any reason will be delayed more than a few minutes in reporting for work are required (when possible) to call their supervisor promptly to explain the circumstances.

5. Employees who are delayed in reporting for work and who have not notified their supervisor of their expected tardiness may lose their right to work the balance of the work day at the supervisor's discretion. Those employees permitted to report to work late will be paid only for the time they work.

6. If unable to be at work because of problems related to weather, personal time, vacation or the floating half-day may be used.
F. Hours of Work

The University establishes work schedules as required to serve the needs of the University and its students.

1. For the majority of full-time, classified employees, the normal workweek is 37.5 hours, consisting of five consecutive 7.5-hour days. The 7.5 hours do not include the lunch period. Hours and days may vary according to University needs. Offices are normally open from 8:00 a.m. to 5:00 p.m., Monday through Friday. Employees will be notified by their supervisors of their work schedule, which is subject to change to meet the needs of the department or University.

2. When a department is required to work more than one shift per day, the department head will determine the hours worked for each shift. Employees will be informed of their scheduled shift, hours of work and any changes to the schedule. Work should not be done off campus.
G. 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.
H. Personal Appearance

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image we present to students and visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

Employees should consult their supervisor or department head if they have questions about what constitutes appropriate attire.
I. Meal Periods

Bradley University provides meal breaks during each work day.

1. All employees working 7.5 continuous hours must be given a meal period no later than five hours after the start of the work period. The meal period must be 30 minutes or longer and employees must be totally relieved of their duties, or the meal period will be counted toward total hours worked and employees must be compensated for the time. Employees are not permitted to work through their lunch hour, in order to take time off later in the day. If there are questions concerning this policy, contact the Human Resource Department at Ext. 3223.

2. Employees required to work more than ten hours in any work day shall be allowed a second meal period, at an appropriate time as determined by the supervisor.

3. Employees shall not be compensated for their meal breaks unless they are required to remain at their workstations or on campus while eating.

4. Employees may not extend meal breaks beyond their assigned period and may be subject to discipline if tardy.

5. Supervisors and department heads are responsible for balancing workloads and scheduling meal breaks. Supervisors may change the duration and time of meal periods when necessary.
**J. Overtime and Compensatory Time**

The requirement that the University meet student needs may make it necessary for employees to work overtime. Employees working overtime are compensated for this time by payment of overtime or the substitution of compensatory time within the payroll period that the time was worked. Compensatory time is time off with pay in lieu of overtime pay. Contact the supervisor or the Human Resource Department for the complete "Index of Overtime Rules." Overtime compensation is paid according to federal and state laws at one and one-half times the regular rate for all hours worked over 40 in a work week.

As required by law, overtime pay is based on actual hours worked. Time off for vacations, personal time, sick time, floating half-day and any leaves of absence are not considered hours worked for purposes of determining overtime.

Supervisors must authorize overtime or working more than regular-scheduled hours. Failure to receive authorization before working the extra time may result in disciplinary action.

* A non-exempt employee is paid time and one half their regular rate for hours worked over 40 in a work-week; however, the department head may alter the work schedule or utilize compensatory time to control the payment of overtime. If it is anticipated the employee may exceed 40 hours worked in the first week of the payroll period, the department head may schedule time off for the employee, during the same week, to limit the hours worked to 40 or less. If unable to schedule the employee off, and the department still wishes to minimize overtime payments, the employee may be provided compensatory time in lieu of overtime payment during the second week of the payroll period and the employee receives an hour and a half for each hour of compensatory time.
K. 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/.

Without a formal class cancellation or University closing, any employee absent from the campus during periods of inclement weather, are required to use vacation or personal 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 or personal time or their floating holiday, will not receive “snow day” pay. The same guidelines apply should the University close for a partial Day.

Inaccurate reporting of hours worked or approval of incorrect information on a time and attendance sheet is a violation of University policy and federal wage and hour guidelines. Administrators and supervisors are responsible for ensuring this policy is consistently enforced across campus.
L. 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.
VI. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

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A. Behavior of Employees

To ensure 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. It is not possible to list all forms of behavior that are considered unacceptable in the work place, but the following are examples that may result in disciplinary action, including suspension or termination of employment.

1. 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:

   a. Reporting to work punctually as scheduled and being at the work station, ready for work, at the assigned starting time;

   b. Notifying the supervisor when the employee will be absent from work or unable to report for work on time;

   c. Demonstrate respect and sensitivity for cultural differences;

   d. Maintaining a neat personal appearance and being properly attired for the work being performed;

   e. Performing assigned tasks efficiently;

   f. Treating all students and visitors as guests of the University; and

   g. Refraining from behavior or conduct deemed offensive or undesirable, or which is subject to disciplinary action.

2. The following are examples of, but not limited to, conduct which is prohibited and will subject the employee to disciplinary action up to and including termination:

   a. Theft or inappropriate removal or possession of University property or that of others;

   b. Falsification of timekeeping records;

   c. Working under the influence of alcohol, illegal drugs or narcotics;

   d. Possession, distribution, sale, transfer or use of alcoholic, illegal drugs or narcotics in the workplace, while on duty or while operating University-owned vehicles or equipment;

   e. Fighting or threatening violence in the workplace;

   f. Boisterous or disruptive activity in the workplace;

   g. Negligence or improper conduct leading to damage of University-owned property;

   h. Insubordination or other disrespectful conduct;

   i. Violation of safety or health rules;
j. Smoking in prohibited areas; (Section V, Page 5-7)

k. Sexual or other unlawful harassment;

l. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace;

m. Excessive absenteeism or any absence without notice;

n. Unauthorized absence from work station during the work day;

o. Unauthorized disclosure of confidential or proprietary information;

p. Violation of personnel policies;

q. Unsatisfactory performance or conduct;

r. Falsifying any University record or report, such as an Application for Employment or a time record; and

s. Any acts in violation of the law.

3. If an employee is suspected of drug abuse, it should be reported at once to the Human Resource Department.

4. 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.
B. 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.

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, Bradley University prohibits the unlawful manufacture, distribution, possession or use of controlled substances and intoxicants, and 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.
C. Maintaining Work Standards and Improving Performance

In any organization and in many working relationships, problems occur related to performance. When the supervisor observes a detrimental change in the performance of an employee, corrective measures must be taken. In situations where an informal approach to correcting behavior is not appropriate or the behavior to be corrected is of a nature as to mandate formal procedures, the following procedures will be followed. Supervisors will ensure that performance corrective measures are timely. The University reserves the right in its sole discretion to take the appropriate action based on all the facts and circumstances of the situation. It is clear that certain conduct violations warrant immediate suspension or termination (violence in the workplace as an example). Not all steps may be followed as outlined below, and certain steps may be repeated should there be a period of substantial improvement followed by further decrements in performance or conduct.

Verbal Warning

Discipline, under most circumstances, will start with a verbal warning, followed by counseling. Performance or behavioral expectations will be established with the employee, to guide the performance improvement.

Written Warning

The next step is a written warning, although a written warning may be the first action taken when the behavior or performance is of a serious nature. This step will define the what, when and how of the employee's performance deficiencies and their consequences. The written warning and accompanying performance improvement discussion, documents the offense, improvement expected, and the consequences of failure to improve. The written warning will contain sufficient information to communicate the problem with performance and the next steps to be taken. Specifics, such as dates or quantitative measures, may be included. Employees will be given an appropriate timeframe in which to correct their behavior, particularly an ongoing performance problem involving work standards. In some cases, such as excessive absenteeism, immediate and significant improvement is expected. The written warning will state the potential consequences if the employee fails to heed the warning.

Suspension

Following verbal and written warnings, or as an initial step in significant conduct violations, an employee may be suspended from work without pay. The specific circumstances will be reviewed to determine the length of the suspension. Typically, suspensions may be from one to five days. Suspension is a very serious matter and the employee is in clear jeopardy of being terminated absent significant and immediate improvement.

Termination

Following the verbal and written warnings and suspension (if appropriate), if improvement has been insufficient; or the employee improves in one area but not all; or improvement is not sustained; the next step will be actual termination. Termination will be immediate and does not require University notice or severance arrangements. Termination may occur immediately (without progressive discipline) for significant conduct violations or performance which results in significant safety hazards to others or financial loss to the University.

NOTE: In general, should there be no subsequent incidents of poor performance or conduct violations in the nine months following a disciplinary step, further performance issues would be addressed at a first step level, rather than a progressive approach. The University, in its sole discretion, will take disciplinary action it deems appropriate to the circumstances.
D. 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.

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.

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.

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 could not 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 aggrieved employee has completed the initial employment probationary period or 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 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 and the testimony of 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 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 30 working days of the Committee's formation.

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 working days of receipt of the decision. The decision of the President shall be final.

The Director of Human Resources 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 members.

The Director of Human Resources shall serve as adviser to the Committee but shall have no vote.
E. Security

Bradley University strives to provide a safe environment for its employees, visitors and property. Security is the responsibility of all Bradley University employees. Efforts are made by Bradley to assist its employees in safeguarding their personal property while at work. However, the University cannot assume responsibility for the loss or theft of personal belongings. Employees are advised not to carry large sums of cash or other valuables with them when they come to work.

Security Inspections

Bradley University wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives or other improper materials. To this end, the University prohibits the control, possession, transfer, sale or use of such materials on its premises. The University requires the cooperation of all employees in administering this policy.

Desks, lockers and other storage devices may be provided for the convenience of employees, but remain the sole property of the University. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the University at any time, either with or without notice.

1. The direction of all Bradley University Police programs shall be the responsibility of the Chief of the University Police Department and his/her staff.

2. The University issues ID Cards for new employees. These ID cards will be required for employee access to Bradley University premises and must be carried always while at work. The ID cards are coded to identify employees. Employees should generally remain only in areas where their work requires them to be or in designated employee rest areas. Visits to other departments for casual conversation disrupt the work routine of others and are not permitted.

3. Keys for doors, desks, file cabinets, vehicles and other University equipment will be issued to those employees whose duties require them to have keys. The issuance and security of these keys, as well as the maintenance of key records, are the responsibility of the Facilities Management Department. Employees will be required to return issued keys when the nature of their job changes or when their employment is terminated. The unauthorized duplication of keys will be considered a breach of University security and will subject the employee to disciplinary action.

5. Visits to University offices by friends, acquaintances and family of employees are not encouraged. University buildings may be entered outside normal working hours only by employees who have been authorized to do so by their supervisor. The Chief of the University Police Department maintains a list of authorized personnel.

6. The University will attempt to protect employees and their property while on campus. However, employees must exercise reasonable care for their own protection and that of their personal properties. In addition, employees are expected to respect the University's property and that of others. No University property may be removed from the campus without authorization. Unauthorized possession of property belonging to the University, another employee, or visitor will be considered a breach of University security and will subject the employee to disciplinary action.
7. The University will assume no responsibility for employee losses resulting from robbery or theft.

8. Violations of security procedures and instances where identification cards or keys have been lost or stolen must be reported immediately to the University Police Department.

9. If your work requires you to be on campus after hours, you can call University Police at Ext. 2000, for an escort to your automobile when leaving.

10. Reasonable care should be exercised concerning personal property. Under no circumstance should personal property (such as purses) be left unattended on desk tops.

11. Lost or found articles within a particular building are to be referred to the main office of the dean, director or supervisor of that building. Articles lost or found on the University grounds should be turned over to the University Police Department after three days. At the end of each semester, all unclaimed articles will be collected and held in the University Police Department. Inquiries regarding lost property should be directed to the main office of the building in which the item was lost or to the University Police Department.
F. 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 a few exceptions:

- Bradley University sponsored or organized solicitations may be permitted during working hours.

- Solicitations for gifts or expressions of sympathy to fellow employees or their families may be permitted within the unit or department on certain occasions, provided prior approval is obtained. Requests should be forwarded for approval through the employee’s department head.

Activity in violation of the restrictions established in this policy shall be reported immediately to the University Police Department.
G. Employment Status of Individuals with Life-Threatening Illnesses

The University recognizes that employees with life-threatening illnesses, such as cancer, heart disease, and AIDS may wish to continue their normal pursuits, including work, if their condition allows. The decision to continue work will be based on the ability to meet normal performance standards and on the receipt of satisfactory medical evidence that the employees do not present an immediate threat to themselves or others. Evaluation of the potential dangers presented by individuals with life-threatening diseases will occur on a case-by-case basis and will consider existing medical and scientific evidence.