

Preface

This is your personal copy of the staff manual for administrative staff at St. Ambrose University. This manual is intended to provide general guidance concerning the university’s employment policies, work rules, and employee benefits. This manual is not a contract of employment with St. Ambrose University. There are additional handbooks that include policies applicable to administrative staff including the Universal Handbook. The policies in this staff manual are in addition to the policies set forth in that Handbook.

The university reserves the right to revise this manual as appropriate, at any time and without any advance notice, and to implement those changes in policy even if they are not communicated in this manual.

It is the policy of this university that any employee may voluntarily end their employment at any time, and may be terminated by the university at any time and for any reason. Any statements, verbal or written, to the contrary, unless in writing and signed by the university’s president, are disavowed by the university and should not be relied upon by any employee.

This staff manual replaces all prior staff handbooks and manuals and is an informational guide for all present and future administrative staff employees of St. Ambrose University.

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Manual for Administrative Staff

The University Organization and Governance

Section 01.000

1.100 History

- 1.101 The institution of higher education known today as St. Ambrose University was established for young men in 1882 by the first bishop of Davenport, the Most Reverend John McMullen, D.D.
- 1.102 Classes were held in two rooms at the old St. Marguerite's School. Rev. A.J. Schulte served as the first president of St. Ambrose.
- 1.103 The school was moved to the Locust Street Campus in 1885, when the central unit of the present Ambrose Hall was built. That same year, St. Ambrose was incorporated as "a literary, scientific and religious institution." The articles of incorporation stated: "No particular religious faith shall be required of any person to entitle him to admission to said seminary."
- 1.104 By the turn of the century a clearer division was being made between the high school program and the college program. In 1908 the name of the institution was officially changed to "St. Ambrose College" to more clearly reflect the emergent reality. Night school classes were inaugurated in 1924, and the first session of summer school was held in 1931.
- 1.105 From the outset St. Ambrose tended toward its present broad liberal arts program involving Catholics of all vocations and young people of all faiths. Approximately one-third of the students enrolled are affiliated with religions other than Catholic.
- 1.106 St. Ambrose College became a co-educational institution in April 1968, with the announcement that women would be admitted as full-time students in all academic departments of the University. Earlier women had enrolled in the late afternoon and evening courses, constituting in the decade of the 1940s the "Women's Division of St. Ambrose College."
- 1.107 In 1977, St. Ambrose began offering its first master's degree program, and in 1998 its first doctoral program.
- 1.108 In 1987, St. Ambrose College became St. Ambrose University at the direction of the Board of Trustees.
- 10.109 St. Ambrose University is accredited by and a member of the Higher Learning Commission (www.hlcommission.org; 800.621.7440 / 312.263.0456; info@hlcommission.org)

1.200 Beliefs

- 1.201 St. Ambrose University, rooted in the Catholic tradition, believes in the inherent God-given dignity and worth of every individual. As a community of faith, learning and justice:
- 1.202 We believe that as individuals we are capable of living in the fullest measure when our lives are freely based on a system of values which acknowledge the reality of a loving God and the necessity of a life-affirming moral code.
- 1.203 We believe that in order to achieve the fullest measure of human potential, we need to develop a broad awareness of human cultures, achievements, capabilities and limitations, and to learn specific skills so that we might use our talents in the service of other people and the world in which we live.
- 1.204 We believe that freedom exercised in a responsible fashion is necessary for our full personal development and for the highest development of society.

1.205 We believe, therefore, that people today, as always, need the opportunity for systematic exposure to professional and career education based on the foundation of the liberal arts in an atmosphere where academic freedom is clearly recognized and cherished.

1.300 Mission

1.301 The mission of St. Ambrose University—an independent, diocesan, Catholic institution of higher learning—is to enable all its students to develop intellectually, spiritually, ethically, socially, artistically and physically to enrich their own lives and the lives of others.

1.302 The mission is lived in an atmosphere that fosters mutual respect and stresses excellence in student-centered teaching and learning. St. Ambrose University facilitates learning, scholarship and service through quality instruction grounded in the liberal arts along with pre-professional, professional and career preparation. The University offers developmental, enrichment and life-long learning programs to meet the individual needs of its diverse student body.

1.303 St. Ambrose University grants baccalaureate degrees and graduate degrees in professional curricula through the doctoral level, as well as non-degree offerings at the undergraduate and graduate levels. The University offers programs and courses using a variety of delivery systems at its main campus in Davenport, at other locations in the State of Iowa and through collaborative agreements with other organizations around the world.

01.350 St. Ambrose University will be recognized as a leading Midwestern university rooted in its diocesan heritage and the Catholic Intellectual Tradition. Ambrosians are committed to academic excellence, the liberal arts, social justice and service.

1.400 Governance

1.401 The Legal Corporation

The final institutional authority at St. Ambrose University is lodged in a self-perpetuating board of trustees. It delegates the conduct of administration to the President, the conduct of teaching and research to the faculty under the concurrent authority of the President. The board consists of no more than thirty-five (35) trustees. Ex-officio members: The Bishop of the Roman Catholic Diocese of Davenport as Chair and the President of the University as the secretary-treasurer of the corporation. The officers of the Corporation are the chair, three Vice Chairs, Secretary/Treasurer, and Assistant Secretary/Treasurer. The first Vice Chair is the Vicar General of the Roman Catholic Diocese of Davenport; the second and third Vice Chairs are lay members of the Board. Ex-officio non-voting members of the corporation are Faculty Assembly Chair, Staff Assembly President, Student Government Association President, Graduate Student Government Association President, Alumni Association President, and a representative of the priests of the Diocese of Davenport.

1.402 The term of office of an elected voting member of the board is five years, with possibility of re-election. The board bears full responsibility for the University as a corporate entity, approves all major changes in its educational program, is concerned with its expansion and development, and chooses or removes the President of the university after due consultation with representatives of the University community. It also acts on the budget.

Staff Selection Procedures

Section 05.000

05.100 Reference 22.000 in Universal Handbook. The terms “employee selection procedures” and “pre-employment practices” refer to all procedures, practices and forms used to screen and hire job applicants.

05.110 **Pre-Employment Screening.** The purpose of the pre-employment screening policy is to establish fair, uniform and consistent pre-employment screening procedures which will be applied throughout the university.

- 05.120 **Responsibilities.** For the purposes of this section, and “employee selection manager” is any supervisor, department head or executive authorized to interview, screen and offer employment to an applicant for an open position within their department.
- 05.130 **Recruitment Policy.** The human resources office will establish specific procedures to recruit outside applicants for all positions. Each department head is responsible for thoroughly reviewing all in-house applicants to find the best possible replacement for any open position.
- 05.140 For all non-exempt (hourly) positions, the university may utilize personal referrals, newspaper advertisements and internet websites in its recruiting efforts. The human resources office may grant exceptions for positions which are difficult to fill or require specialized skills. The university may use the above methods, or others deemed appropriate, including a thorough in-house search for applicants.
- 05.150 For exempt (salaried) positions, the university may use the above methods, or others deemed appropriate, including but not limited to a thorough in-house search for applicants. The university may establish a “search committee” to seek inside and/or outside the University for the best applicant for the open position.
- 05.160 The human resources office establishes procedures to inform employees of available positions with the university.
- 05.170 The human resources office will prescribe the proper methods for recording and maintaining logs of applicants required by the EEOC.
- 05.180 **Exempt (Salaried) Applications and Interviews.** The human resources office establishes specific guidelines concerning formal applications and interviews for exempt (salaried) positions. The human resources office works with university executives when taking applications for exempt (salaried) positions. When filling exempt (salaried) positions, the human resources office will collect resumes, telephone inquiries and referrals from current employees. It will handle the initial applications for all exempt (salaried) positions. The employee selection manager will interview no fewer than three of the best qualified applicants. Interviews with other university administrators must be held to gather different opinions, but the final decision is up to the employee selection manager, in consultation with the appropriate vice president and/or the president.
- 05.190 **Non-exempt (hourly) Applications and Interviews.** The human resources office establishes procedures to process the large number of applications for non-exempt (hourly) and entry-level positions. All qualified applicants will be referred to the employee selection manager for a non-exempt (hourly) position. The selection manager should carefully review each application, follow university provided guidelines during the interviews, and supplement that list with other questions that may arise. The employee selection manager will interview no fewer than three of the best qualified applicants. At the end of the interview, the employee selection manager in consultation with the appropriate vice president should determine whether the applicant is suitable for employment. Applicants who are not suitable will be informed as soon as possible.
- 05.200 **Application Follow-through.** Once a preliminary employment decision is made, but before extending a firm offer of employment, the employee selection manager will make complete reference checks of all past job information, either by telephone, as preferred, or in writing, if required. The applicant’s three most recent employers will be contacted and the accuracy of the applicant’s statements regarding position, duties, performance and compensation will be confirmed. The employee selection manager should also weed out any information which might preclude an applicant from further consideration. Such information must be verified and checked with the applicant, and then rechecked on the basis of that discussion. The accuracy of all claims of degrees from colleges, universities or other learning institutions must be verified. Personal references may be checked, but should not be relied on for accurate information about an applicant’s strengths and weaknesses. Once references are checked and satisfactory answers obtained, a decision to hire and salary amount may be made by the hiring manager in consultation with the appropriate vice president and the human resources director. The offer is then extended by the hiring manager to the applicant but may not be finalized until the applicant’s current employer is contacted for a thorough reference check. Any employment offer is contingent upon this final reference and background check.

5.210 **Minimum Standards.** The university has the following minimum standards for employment:

5.211 Applicants must be 18 years old. Applicants should have at least a high school diploma or equivalency for most categories of employment. Employees who do not meet this requirement will be encouraged to achieve it.

Work Records and Reporting

Section 10.000

10.100 A time card must be submitted by each non-exempt (hourly) employee. An employee's work span must cover 8 ½ hours in one day. Lunch break must be taken for 1/2 hour. The break in the morning and afternoon is considered work time, so if an employee works through a break period this does not allow them to leave that much earlier. Those who work part-time, that is at least four hours in one day, are entitled to a break period of 15 minutes. If less than four hours are worked, the supervisor does not have to give the break period.

10.110 The normal working day will consist of eight hours, with an additional 1/2 hour for lunch.

10.120 The work week is defined as 40 hours per seven-day period, Saturday through Friday. Working hours shall be determined by the job requirements of each department. A schedule of 8:00 a.m. to 4:30 p.m., Monday through Friday, shall prevail whenever possible.

10.130 All overtime must be approved in advance by the department supervisor, and will be paid as provided for in the law.

10.140 Absence must be recorded on the time card—paid time off, qualified leave, or holiday. (See section 27.000)

10.150 A non-exempt (hourly) employee will be paid overtime for hours over 40 per week. Paid Time Off, Qualified Leave, bereavement, jury duty and campus closing are excluded from the base 40 hours.

10.160 Only hours actually worked may be listed on an employee's time card. No hours can be charged on one employee's time card for hours another employee worked.

10.170 All time cards must show lunch period time.

10.180 Pay period covers from the 26th of one month through the 25th of the following month. Earning Statements are created on the first working day of the new month, with funds deposited to the employee's chosen financial institution. If the first working day falls on a Saturday, payment will be the Friday before; if it falls on a Sunday, payment will be made the following Monday. The exception to this rule would be Labor Day or New Year's Day, when payment will be the first banking day following. Statements can be viewed and are available online.

10.190 Part-time employees who are eligible for paid time off will only be paid the number of hours they are normally scheduled to work.

10.200 Exempt (salaried) employees must record their absence on a monthly basis in Beeline. Dates of absences must be recorded along with the reason for the absences, PTO or QL. Failure to comply with policy and procedure for recording absences will result in employee not receiving any benefits claimed to be accrued.

Bonding of Employees

Section 20.000

20.100 Employees responsible for handling cash and other funds for the university will be covered by blanket fidelity bonds.

20.200 Employees who are not eligible for bonding are not eligible for positions requiring bonding.

Job Descriptions

Section 21.000

The job description form provides a uniform and consistent frame-work in which to define the precise duties and responsibilities of each position within the university. When each job description, either new or revised, is prepared and approved as described below, it becomes an official university practice. Each employee should become thoroughly familiar with their job description, including job performance, accountability and responsibility.

21.100 **Responsibilities for Job Descriptions.**

21.110 **Timing.** Job descriptions will be prepared when a new job or position is created, or an existing position is significantly altered. Revisions should be made as soon as possible after a position's character changes.

21.120 **Uniformity of Application.** Job descriptions will be established for each exempt (salaried) and non-exempt (hourly) position within the university and the job description will indicate whether the position is exempt (salaried) or non-exempt (hourly). Additional requirements and standards of accountability may be applied to exempt (salaried) positions, but in no case may exempt (salaried) position standards be less complete or less concise than non-exempt (hourly) descriptions.

21.130 **Approval Procedures.** Each new or revised job description must be reviewed and approved in writing by the concerned department head and the director of human resources.

21.200 **Preparation Instructions.**

21.210 **Job Purpose.** The goal of each job description is to give a clear, concise, and easily understood portrayal of the position. The university suggests the following guidelines be used when preparing a new or revised job description:

21.211 It must be logically organized utilizing simple and straightforward language.

21.212 It must concern only duties and responsibilities of the job, not performance or characteristics of someone filling the position.

21.213 It must leave no doubt in the reader's mind about the nature of the job.

21.214 It must describe the particular environment in which the job is performed.

21.215 It must include the job's purpose and function; its place in the university's organizational structure; the employee's authority and responsibility; and the process to which the job contributes.

21.216 It must leave out unimportant, incidental or occasional duties, except where specifically provided for or requested.

21.220 **The Job Description Form.** Each job description shall include the following information on a form to be designed by the human resources office:

21.221 **Regular Duties.** State the normal duties and responsibilities which an employee performs every day or at regular intervals. List these duties separately, striving for a concise, one-sentence description of each specific task.

21.222 **Responsibilities.** State the job's specialized areas of responsibility in the following terms:

1. Decision-making powers. Describe circumstances in which the employee makes decisions about the work, or checks their own or others' work.
2. Supervision. Discuss who, how, and in what circumstances this job supervises the jobs and actions of other employees.

3. Equipment operations. Discuss specific types of equipment or machines the employee must use in this position.
 4. University information. Describe in detail what kinds of university information the employee is authorized to know. Discuss in detail how the employee must treat confidential information and how far their responsibility for it extends.
- 21.223 **Occasional Duties.** State the actions an employee in this job may be asked to perform on occasion, but which are not part of the job's normal function.
- 21.224 **Accountability.** Discuss to whom this position is directly accountable. Briefly describe the place this position has within the framework of its department.
- 21.300 **Flexible Organizational Considerations.** In preparing job descriptions, university supervisors should consider how their departments are organized. The university supervisors should also abide by the following guidelines when reviewing existing or developing new job descriptions:
- 21.310 **Revisions.** Supervisors should strive to revise existing job descriptions rather than expand the number of positions within the university. New positions shall be created only when a clear and current need is demonstrated through the strategic planning process. The approval of the vice presidents and the president is required to create any new position.
- 21.320 **Vacancy.** When a vacancy occurs, each supervisor is required to review the position with the appropriate vice president to make a determination as to whether the position should be altered or abolished before the vacancy is listed.

Outside and Additional Employment and Volunteer Commitments

Section 22.000

- 22.100 All employees are encouraged to discuss outside employment with their supervisor.
- 22.200 Any outside employment or volunteer commitment which represents a conflict of interest with an employee's work at St. Ambrose, or which adversely affects the employee's performance at the university, is prohibited.
- 22.300 Additional university employment for exempt (salaried) employees, including teaching and coaching appointments, must be approved in advance by the full-time (or primary) department supervisor, in consultation with their superior.
Any employee who spends time fulfilling additional employment duties during their regularly assigned full-time/primary employment hours must work with their full-time/primary supervisor to devise a schedule to make up the lost time, or their full-time/primary compensation will be reduced for those hours.
- 22.350 Non-exempt (hourly) employees may not take on additional university employment, including teaching and coaching appointments, unless it is considered a regular part of their employment role as defined in their approved job description.
- 22.400 If an employee wishes to serve on a university committee or be involved in a volunteer activity during regular work hours, approval must be given by the department supervisor.

Volunteer Time Off Policy

St. Ambrose University encourages employees to become involved in their communities, lending their voluntary support to programs that positively impact the quality of life within these communities.

- 22.410 Employees may receive up to four (4) hours of paid time off in each fiscal year to perform volunteer services through eligible non-profit organizations as defined by this policy.
- 22.411 Volunteer time off may be taken in one (1) hour increments during regularly scheduled work hours with

advance

notice to and approval by the employee's supervisor.

22.412 Volunteer time off may be used in the fiscal year in which it is granted. If time is not used, it is not paid out at termination of employment and unused time may not be carried over into the next fiscal year.

22.413 **Definitions:**

Volunteer Time Off: Up to four (4) hours of paid time off available to employees in addition to, and not charged to, an employee's PTO leave balance.

Eligible Non-Profit Organizations: To ensure consistency in managing time off approvals under this policy, St Ambrose will provide volunteer time off for employees to serve non-profit organizations affiliated with the United Way, St. Ambrose University organized community service events, your child's school, your church or a local civic engagement.. A listing of eligible organizations can be found by visiting the United Way website.

22.414 **Procedure:**

Employees requesting volunteer time off must complete the SAU Volunteer Time Off Form 11-2020 .pdf (found on the Human Resources portal page) and submit the form to their supervisor for approval with reasonable advance notice of the proposed time off. The decision to approve a request is within the discretion of the supervisor, based on the business and operational needs of the department. In the event that the time proposed conflicts with business needs, the supervisor may suggest alternate times that the employee may use volunteer time off. Supervisor will submit completed forms to the Human Resources Department in the month the volunteer time off was taken.

22.500 All exempt (salaried) and non-exempt (hourly) employees of the University who volunteer their time to advise or mentor a St. Ambrose student organization such as Habitat for Humanity, Circle K etc., and are asked to participate in an out-of-state event during normal working hours will not be required to take Paid Time Off (PTO). The time away from work during normal working hours will be paid as regular pay.

22.600 Staff members interested in a Staff Abroad program need to submit a detailed, written request to their immediate supervisor explaining how their time abroad will benefit the institution and their own professional development. The supervisor makes a recommendation to the appropriate VP, who makes the final decision. Decisions about staff abroad requests are made at least four months prior to the trip. Written requests need to be submitted at least six months in advance of the trip, unless there are special circumstances that necessitate a shorter time frame.

22.601 The maximum amount of time that a staff member can go abroad is determined in consultation with the staff supervisor, but generally will not exceed three weeks. A staff member is limited in participating in a Study Abroad program once every three years. Any personal travel occurring before or after the international initiative is not allowed. In the case of a non-exempt, hourly employee, they must be paid for all overtime hours while working on the program. According to the Federal Fair Labor Standards Act (FLSA), overtime begins after an hourly employee has worked 40 hours in a given work week.

22.602 In general, it is up to staff members to find funding for their international travel. They are eligible to apply for an SAU International Initiatives Grant. When staff members serve as service-learning/volunteer abroad leaders or as a study abroad/service-learning/volunteer abroad support persons, their travel expenses are covered by student fees charged for the trip.

22.603 If a replacement is needed while the staff member is abroad to cover the staff member's typical duties, the department, in consultation with the relevant parties, is responsible for finding that replacement and for securing the funds necessary to pay this replacement.

Disciplinary Policy

Section 23.000

- 23.100 When disciplinary action is deemed necessary by the immediate supervisor, the policy shall generally be to:
- 23.101 Give an oral warning; (see 23.201)
- 23.102 Present employee with written warning in the form of a St. Ambrose University Counseling Statement; (see 23.202)
- 23.103 Impose penalties including, but not limited to: demotion, suspension, or termination of employment. (see 23.203 and 23.400) The University may deviate from these steps within its sole discretion.

23.200 Disciplinary Procedures

- 23.201 The immediate supervisor may give an oral warning at any time for unsatisfactory job performance.
- 23.202 Upon lack of improvement, or repeated offense, a written warning including date of initial oral warning shall be issued to the employee, signed by the employee and supervisor, and a copy shall be placed in their employment file.
- 23.203 At the discretion of the immediate supervisor and the appropriate vice president in consultation with the director of human resources, termination of employment or penalties may be implemented.
- 23.300 Disputes arising from the use of these disciplinary policies may be appealed through the grievance section of the Universal manual. (see 29.00)
- 23.400 **Suspension Before Termination.** Suspensions are not required but may be made under special circumstances, including but not limited to the following: when an employee's continued presence at the university interferes with production or office work, or when the circumstances surrounding a serious disciplinary action against an employee are unclear. Under these conditions the employee's immediate supervisor, with the concurrence of the department head, will suspend the employee for two workdays without pay.

The supervisor must advise and consult with the department head and the human resources office before suspension can occur. Copies of any written warnings will be placed in the employee's permanent human resources file, along with the supervisor's description of the events, the department head's actions, and/or the human resources office's acknowledgment of receipt and a record of its action. Any employee who is suspended three times within 12 months will be released or discharged.

- 23.410 Once a suspension is made, the supervisor, department head and/or human resources office will investigate the cause of the suspension. They shall discuss the events with the suspended employee. After a thorough investigation, they will take appropriate action, including dismissal of the employee if such a step is warranted.
- 23.500 Whether or not the disciplinary procedures described herein are followed, all employees are at will and subject to dismissal without notice at any time when, in the sole opinion of management, the employee's job performance and/or conduct is found unsatisfactory for any reason.

Wage and Salary Administration

Section 24.000

The goal of the Wage and Salary Administration policy is to provide a reasonable and workable framework through which to pay employees fair and equitable wages, and to promote employee productivity and overall university performance.

- 24.100 University employees fall into two groups: Exempt (salaried) or Non-Exempt (hourly)

(see 23.400 of the Universal manual).

- 24.110 Under regulations set out in the Fair Labor Standards Act of 1938, as amended, overtime is not paid to exempt (salaried) employees. Exempt (salaried) employees are classified as Executives, Administrators, Professionals, Computer Employees, Outside Sales Employees, or Highly Compensated Employees as defined in the most current FLSA regulations [See 23.400 of the Universal manual].
- 24.120 All non-exempt (hourly) employees are required, under the Walsh-Healey Act, to be paid overtime at time and one-half after the employee actually works 40 hours in any one week. The work week consists of seven days, Saturday through Friday.
- 24.130 A non-exempt (hourly) employee will be paid overtime for hours over 40 per week. Paid Time Off (PTO), Qualified Leave (QL), Paid Parental Leave (PPL), Volunteer Time (VOL), bereavement, jury duty and campus closing are excluded from the base 40 hours.
- 24.140 All overtime must be approved in advance by the department supervisor, and will be paid as provided for by the law.
- 24.160 All personnel will be paid monthly on the first working day of the month. Employees are responsible for checking the accuracy of their pay vouchers, and if they have any questions or concerns, these should be addressed to the human resources office. If the first working day falls on a Saturday, payment will be the Friday before; if it falls on a Sunday, payment will be made the following Monday. The exception to this rule would be Labor Day or New Year's Day, when payment will be the first banking day following.
- 24.161 All employees' payroll will be directly deposited to the financial institution of their choice.
- 24.170 Upon termination of employment, the final pay will be on the next regularly scheduled pay day.
- 24.200 When a decision has been made to officially close the university due to inclement weather, all employees, who are scheduled to work that day, will be paid for the period of shutdown if notice is broadcast by radio, television or newspaper, or campus alert system text message, that the school will not operate that day(s).
- 24.201 Some essential departments will be required to work during the shutdown (i.e., snow removal crews, custodial crews). The officer responsible for an essential area will notify that department. These employees must notify their supervisor if they are unable to report that day. Hourly employees who are required to and report to work during the shutdown will receive their hourly rate for the time worked in addition to their campus closing pay.
- 24.300 In considering salaries, the following factors will be used: job performance, experience, education, current salary range(s) for positions (can be seen in human resources office), scope of responsibilities, work load, and length of service at St. Ambrose.
- 24.320 Salary reviews for new employees may be made at the end of their introductory period with recommendations made to the appropriate vice president and the director of human resources.
- 24.330 A decision for any salary increases for current employees will be made no later than the end of September by the President and Cabinet.
- 24.340 An offer letter of employment will be sent out by the director of human resources to all exempt (salaried) and non-exempt (hourly) employees that will cover the hire date, salary, any special conditions of employment and introductory period.
- 24.350 The University wishes to recognize staff for service which goes beyond that expected of any employee. A supervisor may make a recommendation for a staff recognition award to the Vice President of their area (or direct report of the President, where applicable) no later than **June 30th** each year. Such a

recommendation would be accomplished by a one-paragraph rationale of why the staff member deserves the recognition award.

24.360 The appropriate vice president and director of human resources reserve the right to recommend to the president exceptions and/or changes to the wage, salary and benefits programs of the university.

24.400 **Salary Ranges**

24.410 Salary ranges shall be established for each position by the director of human resources in consultation with the appropriate vice president. Current compensation information is available for review in the human resources office.

24.420 Consultations with department heads, director of human resources and the appropriate vice president will take place and consideration will be given to the current ranges for comparable positions in the geographic area in higher education.

24.500 **Policy for Demotion or Reduced Responsibility**

When an employee, either exempt (salaried) or non-exempt (hourly), is given a reduction in assignment or relieved of duties and responsibilities because of lack of ability to perform satisfactorily or to obtain the goals set as part of that position, an evaluation of the work now assigned will determine the salary adjustment to be made in direct proportion to the new responsibility. See section 23.000 for procedure.

Performance Evaluations

Section 25.000

Each employee's performance shall be reviewed and appraised annually, this includes the employee's job description. The employee's immediate supervisor shall be responsible for conducting the review. The human resources director distributes the appropriate forms for evaluations to supervisors in the spring.

The appraisal's purpose is to help the supervisor evaluate each employee's performance in an objective, consistent, and uniform manner. It shall be based on job performance and employee qualifications, which shall, in turn, be based upon each position's job description and university work standards. Other factors, such as personal habits, outside activities, etc. shall not be considered. In addition, the appraisal should be used to encourage better communication between the employee and their supervisor. Supervisors should be as objective as possible in judging performance according to the appropriate standards, and should use the appraisal interview to discuss career development potential and possible advancement opportunities with the employee.

In turn, the appraisal should give the employee a clear picture of where they stand in terms of university performance standards and provide an opportunity for the individual to express disagreement with any points made. Each employee should also be encouraged to seek and receive guidance in improving performance. Employees shall also have the right to review the written appraisal, correct inaccuracies, and make written comments concerning all aspects of the appraisal.

Terminations

Section 26.000

The university recognizes that conditions may develop which preclude continuous employment and result in the termination of an employee or a reduction of administrative staff. As stated elsewhere in this manual, all employment relationships with St. Ambrose University are on an at-will basis. Thus, although the university hopes that our relationships with employees are long-term and mutually rewarding, the university reserves the right to terminate the employment relationship at any time, for any reason, and without any prior notice. The university also strongly encourages all supervisors to recognize and take action when an employee is not happy with or suitable for the position held.

26.100 **Voluntary Terminations.** A voluntary termination occurs when an employee resigns or is separated from the university at their request.

- 26.101 Any employee intending to resign or leave the university voluntarily is requested to give at least two weeks notice in writing to their immediate supervisor unless otherwise designated by contract. The supervisor will then immediately notify the department head and the human resources office.
- 26.102 Any employee who fails to report for work, or to report absences, for three consecutive days will be considered a voluntary termination.
- 26.200 **Involuntary Terminations.** An involuntary termination by the supervisor is defined as follows:
- 26.201 **Layoff.** A reduction in the work force, either permanent or indefinite.
- 26.202 **Release.** Inability to perform the job assignment in an appropriate and satisfactory manner, as defined by performance evaluation criteria.
- 26.204 **Immediate Dismissal.** Employees are subject to immediate dismissal without notice within the discretion of the University, and when this occurs, the employee will be required to immediately leave the premises.
- 26.210 The university retains the right to terminate employees at any time for any reason, and is not bound by any oral promises, direct or implied, concerning length of employment.
- 26.211 Any employee who is terminated under 26.100 or 26.200 and then rehired, and for whom there is a definite break of one week or more, will be hired as a new employee.
- 26.212 See section 23.000 for policies related to termination proceedings.
- 26.230 **Termination Appeals.** Any employee terminated by release, discharge, or immediate dismissal has the right to appeal the university's action through the university's problem-solving procedure as defined and described in [section 29.000 in the Universal manual].
- 26.240 **Re-Employment.** Only under clearly extenuating circumstances, or by legal order, will the university re-employ anyone terminated by discharge or immediate dismissal. Any employee who is terminated under 26.100 or 26.200 and rehired and for whom there is a definite break of one week or more, will be hired as a new employee, with the exception of a layoff. (26.201)
- 26.300 **Separation Notices.** The university will follow the schedule below for giving each affected employee a proper separation notice:
- 26.310 As stated above, employees affected by release or discharge will be given at least two weeks' notice in writing.
- 26.320 **Exceptions.** The university acknowledges there may be more than the following exceptions to these procedures. In such cases, the human resources office will determine how the situation is to be handled.
- 26.321 When an employee misses three straight days and is considered a voluntary termination, a notice of the university's action will be sent to the former employee's last known address by certified mail on the fourth day.
- 26.322 If an employee terminated by immediate dismissal refuses an exit interview, or circumstances prevent such an interview, the human resources office will issue a separation notice and forward it to the employee by certified mail on the next business day.
- 26.500 **Exit Interviews.** Employees who leave the university for any reason may have a separate exit interview with their department head and a representative of the human resources office. Except in cases of substantial work force reduction and extraordinary circumstances, exit interviews

may be conducted on the employee's last day of employment. This day is also considered the employee's last official day of work.

26.510 **Purposes.** The purposes of an exit interview are:

26.511 To determine as closely as possible the reasons—both apparent and hidden—for the employee leaving the university.

26.512 To discover any unknown causes of an involuntary termination, the knowledge of which could prevent the recurrence of such an action in the future.

26.513 To learn of any grievances or problems the employee may have with the university, so that management can investigate possible solutions.

26.514 To reveal any misunderstandings between an employee and immediate supervisor, so that a similar situation can be avoided in the future.

26.520 **Interview Procedures.** The human resources office will write a guide to the proper questions department heads and human resources office staff members should follow when conducting exit interviews. These guidelines should include, in cases of release or discharge, appropriate positive reinforcement of the employee's self-image. The employee should be encouraged to recognize strengths and favorable qualities, and the university should recommend areas in which they may succeed. The interviewer should also take care of such details as return of university property.

The interviewer should always make it clear to the employee that the university is eager to help in any way it can. As soon as the interview is over, the department head should prepare the proper form and forward it to human resources. In cases where human resources should explore some questions more thoroughly, the department head should contact the director of human resources immediately, before the employee is interviewed there.

The interview with the human resources director should cover the same general areas as the department review. Both interviewers are responsible for initiating appropriate remedial and corrective action if an employee identifies any university errors or problems.

26.530 **References.** All telephone inquiries from prospective employers, investigative groups hired by an employer, etc., about a past employee's employment record, performance, or attendance must be referred to the director of human resources.

No one is authorized to release any information about a former employee without the written consent of that employee. Any employee who does release unauthorized information may be dismissed. The university will not tolerate such disclosures. They jeopardize the former employee's right to privacy, and may subject the university to legal action. Except where specifically requested by the former employee, only information pertaining to dates of employment and position will be released. Information regarding character, performance, attendance, ability, personal characteristics, etc., will only be released in response to an employee's written request.

26.600 **Employee Death.** When an employee has been notified of their termination or has given the university notice of intent to resign and the employee dies before leaving the university, the beneficiary(s) will receive all that is due the employee—specifically unpaid compensation.

Employee Benefits

Section 27.000

27.100 **Paid Time Off**

27.110 **Eligibility and Leave**

27.111 Full-time staff members are entitled to vacation and sick days under the university's program of paid time off (PTO). Through a single amount of time off, this program provides a high degree of flexibility

for the staff member.

27.112 Except in the case of illness or emergency, PTO must be scheduled in advance and is subject to approval by the supervisor. PTO may be taken for vacation, personal time, illness or time off to care for dependents in one hour increments up to a full day. Holidays, jury duty and bereavement leave are provided under separate policies and do not count as PTO.

27.113 PTO for full-time employees who are scheduled to work 12 months per year is earned on the basis of years of employment with St. Ambrose, effective with the first month of employment, as follows:

0-4 years of service, PTO is earned at a rate of 1.42 days per month for a maximum of 17 PTO days earned per year.

5-9 years of service, PTO is earned at a rate of 1.83 days per month for a maximum of 22 PTO days earned per year.

10 or more years of service, PTO is earned at a rate of 2.25 days per month for a maximum of 27 PTO days earned per year.

New Hires: PTO accrual for new hires will start in the month they begin employment. New hires will have access to their PTO after the successful completion of their introductory period.

27.114 In addition, full-time employees earn Qualified Leave at the rate of 4.67 hours per month, for a maximum of 7 QL days earned per year.

27.115 Full-time employees scheduled to work less than 12 months earn PTO on the basis of years of employment with St. Ambrose, effective with the first month of employment, as follows:

11 month employee:

0-4 years of service, PTO is earned at a rate of 1.25 days per month for a maximum of 15 PTO days earned per year.

5-9 years of service, PTO is earned at a rate of 1.67 days per month for a maximum of 20 PTO days earned per year.

10 or more years of service, PTO is earned at a rate of 2.00 days per month for a maximum of 24 PTO days earned per year.

10 month employee:

0-4 years of service, PTO is earned at a rate of 1.17 days per month for a maximum of 14 PTO days earned per year.

5-9 years of service, PTO is earned at a rate of 1.50 days per month for a maximum of 18 PTO days earned per year.

10 or more years of service, PTO is earned at a rate of 1.83 days per month for a maximum of 22 PTO days earned per year.

9 month employee:

0-4 years of service, PTO is earned at a rate of 1.07 days per month for a maximum of 12.78 PTO days earned per year.

5-9 years of service, PTO is earned at a rate of 1.37 days per month for a maximum of 16.47 PTO days earned per year.

10 or more years of service, PTO is earned at a rate of 1.69 days per month for a maximum of 20.25 PTO days earned per year.

27.116 PTO for part-time employees scheduled to work 12 months per year is earned on the basis of years of employment with St. Ambrose, effective with the first month of employment, as follows:

0-4 years of service, PTO is earned at a rate of 0.71 days per month for a maximum of 8.5 PTO days earned per year.

5-9 years of service, PTO is earned at a rate of 0.92 days per month for a maximum of 11 PTO days earned per year.

10 or more years of service, PTO is earned at a rate of 1.13 days per month for a maximum of 13.5 PTO days per year.

27.117 Part-time employees scheduled to work less than 12 months earn PTO on the basis of years of employment with St. Ambrose, effective with the first month of employment, as follows:

11 month employee:

0-4 years of service, PTO is earned at a rate of .65 days per month for a maximum of 7.80 PTO days earned per year.

5-9 years of service, PTO is earned at a rate of .84 days per month for a maximum of 10.08 PTO days earned per year.

10 or more years of service, PTO is earned at a rate of 1.03 days per month for a maximum of 12.36 PTO days earned per year.

10 month employee:

0-4 years of service, PTO is earned at a rate of .59 days per month for a maximum of 7.08 PTO days earned per year.

5-9 years of service, PTO is earned at a rate of .77 days per month for a maximum of 9.17 PTO days earned per year.

10 or more years of service, PTO is earned at a rate of .94 days per month for a maximum of 11.28 PTO days earned per year.

9 month employee:

0-4 years of service, PTO is earned at a rate of .53 days per month for a maximum of 6.37 PTO days earned per year.

5-9 years of service, PTO is earned at a rate of .69 days per month for a maximum of 8.25 PTO days earned per year.

10 or more years of service, PTO is earned at a rate of .84 days per month for a maximum of 10.08 PTO days earned per year.

27.118 In addition, part-time employees earn Qualified Leave at the rate of 2.34 hours per month, for a maximum of 3.5 QL days per year.

- 27.119 Part-time staff members who are hired into a full-time benefits-eligible position, may count each year in which they have worked 1000 hours or more while part-time as a half- year of service on the PTO schedule. For example, if a part-time staff member worked 1000 hours during each of four employment years and then became a full-time benefits-eligible staff member, they would earn 2 years of service and be eligible for 1.42 PTO days per month during the first year of full-time employment.
- 27.120 PTO days are earned during any leave of absence.
- 27.121 Blackout Periods: Blackout dates refer to periods or dates when employees are not allowed to take time off due to high demand or seasonal events. Some departments on campus may have blackout dates, during which employees may not request PTO. Respective vice presidents in conjunction with supervisors will designate and communicate certain dates as critical times when employees are expected to be in attendance. Employees requesting time off during a blackout period will be reviewed on a case by case basis and may only be approved in a rare circumstance.

27.122 PTO Bank Limits

- 27.123 The maximum hours an employee can have in their PTO bank is based on years of service annual accrual plus 40 hours. Any PTO accrued in excess of their maximum bank may be rolled into their QL bank if it has not reached the maximum 130 days (1040 hours).

27.124 Qualified Leave

- 27.125 Full-time employees can accumulate 130 days total in their QL bank. Part-time employees can accumulate 65 days total in their QL bank.
- 27.126 PTO days which cannot be carried over may also be added to the Qualified Leave bank as QL's.
- 27.127 QL's may be used for illnesses or accidents when the employee will miss two or more consecutive days, is hospitalized or under the continuing care of a doctor.
- 27.128 Upon returning to work after being absent two or more consecutive days due to illness, injury or hospitalization, an employee seeking to have that absence covered by earned QL time accumulated in their QL account must present to the human resources office a doctor's note that: verifies the necessity of the days off, authorizes the employee to return to work, and states limitations to be observed, if any.
- 27.129 After ten years of continuous employment a bonus for good attendance equal to 25 percent of accumulated QL's will be paid at the time of the non-exempt (hourly) employee's resignation or retirement.
- 27.130 QL can be used for up to two weeks on a rolling calendar year for a serious illness that meets the FMLA definition to care for a parent-in-law or an adult sibling. The adult sibling must not have a spouse, adult child(ren) or capable parent that is able to care for them. Appropriate medical documentation would need to be completed and approved before QL can be used. QL can be used in intermittent increments of .25 hours up to 8 hours a day for this care. The time used would not be counted against any FMLA leave.

27.131 Limitations

- 27.132 When a staff member terminates full-time employment with St. Ambrose University, in most cases, they will be entitled to be paid for earned but unused PTO days.
- 27.133 Failure to comply with the policy for completing monthly attendance reports will result in the employee not receiving any benefits claimed to be accrued that are not documented in their personnel file.

- 27.134 PTO cannot be used as a part of the staff member's two week notice.
- 27.135 No payment for unused PTO days is made to staff members who terminate for violation of university rules/regulations, to staff who resign without proper notice, or to staff who resign or terminate employment during the initial introductory period.

27.200 **Holidays**

27.210 The following are recognized holidays with pay: New Year's Day (Jan. 1), Martin Luther King Day, Good Friday, Memorial Day, Juneteenth (June 19), Independence Day (July 4), Labor Day, Wednesday before Thanksgiving, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day (Dec. 24), Christmas Day (Dec. 25), the day after Christmas (Dec. 26), and New Year's Eve Day (Dec. 31).

27.220 To qualify for holiday pay, an employee must be present the work day preceding and the work day following the holiday unless absence is due to a previously approved leave or Dr. note provided. To be eligible to be paid for the Christmas break, a staff member must be present for five (5) working days after the last day of break.

27.221 The president must approve any and all departmental closings prior to or succeeding designated holidays.

27.230 There are departments on- or off-campus that may need to stay open during holidays. Some of these departments include, but are not limited to, Advancement, General Accounting, SAU Children's Campus, the Professional Development Center, the Post Office and Security.

While St. Ambrose University encourages departments to make every effort to allow eligible employees to take the time off, St. Ambrose University reserves the right to schedule work hours during holidays for departments that need to remain open.

In departments where eligible staff is required to work on a holiday, they may either elect to have additional PTO time equivalent to the number of hours worked added to their bank which would need to be taken prior to the end of the current fiscal year or receive their hourly rate for the time worked in addition to their holiday pay.

27.240 When holidays fall on a weekend the following will apply:

27.241 When a holiday falls on a Sunday, the following Monday will be observed as the holiday.

27.242 When a holiday falls on a Saturday the preceding Friday will be observed as the holiday.

27.243 In the event that the December 24, 25, 26 or December 31 and January 1 holidays fall on a Saturday, Sunday the President's Cabinet will reassign the holiday to an appropriate date during that same time period.

27.250 Part time employees are only paid holiday pay if that is a scheduled work day for them. They will only receive pay for hours that they would normally be scheduled to work.

27.251 Example: July 4—Holiday; normal work schedule five hours—Holiday pay for only five hours.

Leaves of Absence

Section 28.000

28.200 **Family and Medical Leave Policy**

It is the policy of St. Ambrose University to comply with all forms of leave for eligible employees under the Family and Medical Leave Act ("FMLA") This policy is set out in the Universal handbook

in section

36.000. FMLA is unpaid leave and is required to be substituted with applicable paid leave as noted below in section 28.221.

28.221 **Substitution of Paid Leave.** Employees are required to substitute applicable paid leave for unpaid leave under this policy as follows:

Placement of Foster Child. In the case of placement of a foster child, an employee will use any paid time off (PTO) as part of the leave under this policy. When this paid leave has been exhausted, the balance of the leave under this policy will be without pay.

Adoption. See Paid Parental Leave Policy

Disability Following Childbirth. The disability period before and/or following childbirth and recovery relates only to that period of time when the employee is incapacitated from performing her job duties as substantiated by medical verification. For this period of disability, the employee may use time from her QL account if that amount of time has been accumulated. Any leave time taken beyond the disability period will come from the employees paid parental leave. The employee could then be compensated through the employee's accrued PTO (if available) or upon exhaustion of accrued PTO, any remaining leave that the employee may be eligible for will be unpaid leave.

Leave Following Childbirth. Paid Parental leave is available to male and female for the purpose of bonding with and nurturing a newborn or newly adopted child – See Paid Parental Leave Policy.

For situations involving all non-exempt (hourly) employees, the Director of Human Resources shall notify the general accounting office and the individual when accrued paid time off (PTO) has been exhausted and leave without pay should begin.

In the case of exempt (salaried) personnel, it is the responsibility of the supervisor to notify the human resources office when paid time off (PTO) has been exhausted and when leave without pay will begin.

In the case of a parent's, child's or spouse's serious illness or the employee's own serious health condition, an employee will use any accrued days from their qualified leave (QL) first and then time from their paid time off (PTO) account in substitution of unpaid leave under this policy. When paid leave time has been exhausted, the balance of leave under this policy will be without pay.

28.222 **Increments of Leave.** Periods of leave under this policy shall be counted in one hour increments.

28.224 **Other Benefits.** An employee on FMLA leave will receive the same paid time off (PTO) and qualified leave (QL) benefits as if they had been present on the job.

28.300 **Paid Parental Leave**

St Ambrose University will provide up to six (6) weeks of paid parental leave to eligible employees following the birth of an employee's child or a child newly placed with the employee through adoption. The purpose of paid parental leave under the Policy is to enable the employee to care for and bond with a newborn or newly adopted child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable, and any leave under the University's Pregnancy Leave Policy set forth in the Universal Handbook. If both spouses are employed by the University, their total leave in any applicable twelve (12) month period for the birth or placement of a child for adoption is limited to a total of twelve (12) weeks. This Policy will be in effect for births or newly placed adoptions occurring on or after December 23, 2021.

Eligibility: Eligibility will be determined as of the date the leave would begin, and eligible employees must meet all of the following criteria to qualify for leave under this Policy:

Have been employed with the University for at least twelve (12) months

Have worked at least 1,250 hours during the twelve (12) consecutive months immediately preceding the date the leave would begin.

Be a full-time or part-time regular employee (temporary employees and interns are not eligible

for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child
- Be a spouse of an individual or partner who has given birth to a child
- Have newly adopted a child (the child must be age 17 or younger.) The adoption of a new spouses' child es excluded from this Policy.

Employees are not eligible to take leave under this Policy for:

- Guardian ad lite assignments
- Foster care placements
- Pre-birth or pre-placement adoption activities

Amount, Time Frame and Duration of Paid Parental Leave

Eligible employees will receive a maximum of six (6) weeks of paid parental leave per birth or adoption. The fact that a multiple birth or adoption occurs (e.g., the birth of twins or adoption of siblings) does not increase the six (6) week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than six (6) weeks of paid parental leave in a rolling twelve (12) month period, regardless of whether more than one birth or adoption occurs within that twelve (12) month time frame. The rolling twelve (12) month period is measured backward in time from the time the employee took leave under this Policy.

Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay, less appropriate deductions for applicable federal and state taxes, and any other deductions requested or approved by the employee. Parental leave will be paid on a monthly basis on regularly scheduled pay dates.

The employee's insurance premiums will continue to be deducted from the employee's pay while they are on leave under this Policy.

Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth or adoption. Paid parental leave may not be used or extended beyond this 12-month time frame.

In the event of an employee who has given birth, the 6 weeks of paid parental leave will commence at the conclusion of any benefit provided to the employee for the employee's own disability associated with childbirth and recovery from childbirth. The employee's accrued QL would be used first for the time period during which the employee has a medical certification for a disability, and then the paid parental leave would apply. The employee could then be compensated through the employees' accrued PTO (if available), or upon exhaustion of accrued PTO any remaining leave that the employee may be eligible for will be unpaid leave. All applicable policies apply to the employee's use of QL and PTO.

Employees must take paid parental leave in one continuous period of leave (no intermittent leave) and employees must use all paid parental leave during the 12-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the 12-month time frame.

Upon separation of the individual's employment at the University for any reason, employee will not be paid for any unused paid parental leave for which employee was eligible.

Coordination With Other Policies

Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, for any leave taken under this Policy that also qualifies for FMLA leave due to the birth or placement of a child due to adoption, the leave will also be counted toward the twelve (12) weeks of available FMLA. All other requirements and provisions under the FMLA will apply. IN no case will the total amount of leave – whether paid or unpaid – granted to the employee under the FMLA exceed twelve (12) weeks

during the twelve (12) month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

Paid parental leave under this Policy will run concurrently with any leave under the University's Pregnancy Leave Policy. Please refer to the University's Universal Handbook for further guidance on that policy.

After the paid parental (and any QL based on medical certification for an employee who has given birth) is exhausted, the balance of FMLA leave (if applicable) or Pregnancy Leave (if applicable) will be compensated through employees' accrued PTO (if available). Upon exhaustion of accrued PTO, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA, and the Pregnancy Leave Policy set forth in the University's Universal Handbook.

The University will maintain all benefits for employees during the paid parental leave period just as if they were taking any other University paid leave such as PTO or QL.

If a University holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.

Requests for Paid Parental Leave

The employee will provide their supervisor and the human resource department with notice of the request for leave at least thirty (30) days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.

As is the case with all University policies, the University policies, the University has the exclusive right to modify, revoke and interpret this Policy.

28.400 Educational Leaves

28.410 Leaves taken for coursework away from St. Ambrose University: All employees are eligible for unpaid leaves of absence for the purpose of continuing education related to the employee's work. Leave may be granted for up to one calendar year. Written application must be made three calendar months prior to beginning the leave. Educational leave may be granted by a committee made up of the supervisor, the appropriate vice president and the director of human resources. This leave will not constitute a break in service as pertains to seniority and accrued paid time off (PTO). All other benefits are the responsibility of the individual. An employee should have completed three calendar year's work at St. Ambrose University to be eligible.

An employee that has been approved for Educational Leave for student teaching or clinical work and receives tuition remission from the University must remain employed with St. Ambrose after the leave has been completed for a period of two years. If the staff member would leave employment voluntarily or involuntarily before the two year period is over the employee will be financially responsible for paying back to the University the amount they received in tuition remission for this period.

28.411 If an employee is requested by the St. Ambrose University administration to take a course, or courses, this time may be granted as paid leave.

28.420 Leaves for coursework at St. Ambrose: Employees may take St. Ambrose courses during their non-working hours as they desire. A leave is not required for this. However, if an employee wishes to take a course(s) during normal working hours, they must apply for a part-time educational leave. Approval must be given by the department supervisor, in consultation with their superior. Employees will not receive pay for work hours spent in class. They may make up the lost time, but it must be made up within the same work week.

28.500 **Sabbatical.** The Vice Presidents of St. Ambrose University are eligible to request a Sabbatical Leave under the terms of this policy. Vice Presidents can be granted salary and benefit continuation (in the

same manner as if they were working) for an approved sabbatical leave if such leave is requested by the Vice President for the purpose of continued study or specialized professional work experience which will benefit the University and is approved by the President. Sabbatical Leave can be up to 120 days paid leave after every 10 years of continuous service to St. Ambrose as a Vice President. However, it may be also taken in shorter periods which total 120 days. Leave with pay is granted with the understanding that the Vice President, following their leave, will continue service at St. Ambrose University for two full years. In the event the Vice President does not complete two full years of service after their sabbatical leave, they will have to reimburse the University for one half of the wages received during the leave period. If St. Ambrose elects to release the Vice President from their duties before the two year period is over, then said Vice President will not be obligated to repay St. Ambrose for sabbatical wages. No more than one Vice President may ordinarily be on leave at one time. Sabbatical leave must also ordinarily be requested at least one full year in advance of the requested time off.

- 28.600 **Military Leaves.** The University complies with all applicable federal and state laws regarding military leave, and that an employee seeking military leave should notify their supervisor and the human resources office.
- 28.632 Paid Time Off (PTO) will continue to accrue.
- 28.700 **Jury Duty.** All regular full-time and part-time employees will receive full pay while serving jury duty. The employee must submit their court issued jury duty pay to the Student Accounts office. The employee will retain mileage reimbursement.
- 28.800 **Crisis Leave Policy.** St. Ambrose University Crisis Leave pool serves as a depository into which employees may donate accrued paid time off leave time for allocation to other employees. The purpose of this pool is to lessen the hardship caused by catastrophic illness or injury which forces employees to exhaust their paid time off and all of their Qualified Leave' time. Employees may apply for up to 160 hours/20 days Crisis Leave time per 12 month period. If an employee needs more time, allocation of additional days/hours from the Crisis Leave pool will be determined on a case by case basis within the university's discretion. Crisis Leave may be used intermittently, but unused time must be returned to the Crisis Leave pool once the employee is released from a physician's care or when the situation that caused the employee to request Crisis Leave has been resolved.

Crisis Leave records are maintained as confidential records by St. Ambrose University. Employees receiving donated leave shall not be informed of the names of employees who have donated leave. Further, the nature of an employee's medical condition will not be made public by the University. Further detailed information can be found on the human resource web page or office.

Revision Procedure

Section 29.000

The Human Resources Committee will review this staff manual every three years and at any other time deemed necessary by the director of human resources and/or the president.

The university, at the discretion of the president, reserves the right to review and amend or change any policy contained herein at any time with or without notice.

Staff Assembly

Section 30.000

30.100 Staff Assembly

The primary mission of the St. Ambrose University Staff Assembly is to provide a forum for staff members in order to facilitate discussion of common concerns. In addition, its mission includes providing mechanisms to provide for and promote staff development, promote a collegial spirit among all the offices on campus, and encourage and facilitate closer ties with the faculty, students and administrative staff. This mission also reflects a commonality with the university mission.

- 30.101 All staff may attend the regular monthly Staff Assembly meetings during work time with permission of their supervisors. In addition, staff are allowed one hour of work time per month to

participate in Staff Assembly committee work. The agenda and minutes of the committee meetings must be posted and attendance listed on the portal. Staff members should give advance notice to their supervisors of their plans to attend.

Dress Code

Section 31.000

- 31.100 St. Ambrose University strives to maintain a business atmosphere and at the same time be responsive to the trend of more casual and comfortable attire. It is important that staff members convey a professional image in dress that is consistent with the university's status as a professional institution of higher education.
- 31.101 Some areas of the university that have limited public contact may be more flexible in terms of dress codes. Other areas require more professional dress standards because of the nature of the individual's contact with others.
- 31.102 Supervisors shall establish reasonable codes for dress that reflect departmental needs taking into account appropriateness for public contact, safety and responsibility.
- 31.103 Employees who report to work inappropriately attired may be asked to leave work to change clothes and will be required to use PTO to do so.

Absence Notification Procedure

Section 32.000

St. Ambrose University employees who are unable to report for work and who are not on previously approved leave of absence, are required to give reasonable notification to their immediate supervisor. Notification must be made as soon as the employee is aware that they will not be able to report to work and preferably no later than 30 minutes prior to the employee's scheduled start time.

The preferred method of notification is to call the supervisor at their University work number. Individual supervisors may approve alternate methods of notification such as email or calling the supervisor's cell phone.

If the employee fails to notify the supervisor of the absence in accordance with this procedure, the employee may be subject to disciplinary action.

If the employee is out for more than one day, the employee is required to notify the supervisor each day, in accordance with the initial notification procedure, of the continued absence. If the absence extends for a period of time, the employee and supervisor may establish a schedule to report on a less frequent basis.

If the employee is out for at least three days for possible reasons that might relate to sick leave, or other protected leave, the supervisor will notify Human Resources of the absence. Human Resources will determine the appropriate actions to take.

Travel Time For Non-Exempt (Hourly) Employees

Section 33.000

Some non-exempt (hourly) positions within St. Ambrose University require travel in the U.S. and abroad. The purpose of this policy is to state the pay rules that apply to non-exempt (hourly) employees when traveling on University business.

33.100 COMMUTE TIME

Employees are not paid for ordinary home-to-work travel time.

33.110 TRAVEL DURING THE WORKDAY

Travel time during normal work hours, including traveling from one location to another, is compensable. Regular meal period time is not considered compensable time.

33.120 OUT OF TOWN TRAVEL – SPECIAL ONE-DAY ASSIGNMENT

An employee who is required to travel to another city and return home the same evening, either as a passenger or a vehicle operator, must be paid for the travel time, even if it is outside their normal work hours. Regular meal period time is not considered compensable time.

Example: Staff member who works in Davenport with regular working hours from 8:00 a.m. to 4:30 p.m. is given an assignment to be in Cedar Rapids by 9 a.m. for a meeting. The staff member leaves home at 7 a.m. and drives to Cedar Rapids. The meeting concludes at 4 p.m. and arrives back to their home at 6 p.m. The travel time in this case is counted as time worked. In addition to the normal working hours of 8:00 a.m. to 4:30 p.m. the staff member must be paid from 7 a.m.-8:00 a.m. and 4:30 p.m. to 6 p.m. less time for meals

33.130 OVERNIGHT TRAVEL

All modes of travel time during **normal work hours**, regardless of the day of the week, is compensable *Example 1: an employee who normally works Monday through Friday goes on an overnight trip that involves travel on Saturday or Sunday, the time spent traveling on the weekend is compensable if done during the hours of 8 a.m. to 4:30 p.m. regardless of mode of travel e.g. automobile, plane, train, and bus.*

An employee who is a **driver in an automobile** while traveling must be paid for any travel time outside their normal work hours.

Example 2: an employee who works Monday through Friday goes on an overnight trip that involves travel on Saturday or Sunday, time spent driving in an automobile outside their normal working hours is compensable.

Time spent traveling as a passenger in an automobile, plane, train or bus **outside of normal work hours** is compensable time as noted below:

-for plane, train, or bus travel, the scheduled time for the flight or route is compensable.

Example 3: an employee has a flight to Los Angeles via Denver that leaves at 5:30 p.m. The flight to Denver is 1.5 hours and the flight from Denver to Los Angeles is 2 hrs. The 1.5 hour flight from Moline to Denver is compensable and the 2 hour flight from Denver to Los Angeles is compensable. Travel to and from the airport or train or bus depot is not compensable. Example 4: An employee is a passenger in an automobile that leaves the Quad Cities at 5:30 p.m. for a trip to Omaha, NE. The normal travel time to Omaha is five hours. The trip to Omaha is compensable, up to five hours.

33.140 WORK PERFORMED WHILE TRAVELING

Any work performed regardless of the time or mode of travel is considered hours worked.

If an employee or supervisor is uncertain of a travel situation and time worked, please contact the Human Resources department.

Electronic Communication Policy

Section 34.000

The purpose of this policy is to instruct non-exempt (hourly) employees concerning use of electronic communications devices when not scheduled for work duty.

Employees of St. Ambrose University may perform job duties using a variety of electronic communications depending on the nature of the work and responsibilities involved. Some of the communication media might include cellphones, and any other mobile device.

34.100 Legal Framework for Non-exempt (hourly) Employees

As with other types of authorized work, all time spent by non-exempt (hourly) employees using electronic communications for work purposes will be considered hours worked; the time is compensable and will count toward overtime eligibility as required by law. Therefore, to avoid incurring unnecessary expenses, electronic communications should not be used outside regularly scheduled work hours unless required by their supervisor. This includes all types of work-related communication.

34.110 Prohibited Use of Electronic Communications Devices

Non-exempt (hourly) employees should not check for, read, send or respond to work-related e-mails, and text messages, or accept phone calls outside their normal work schedules unless specifically authorized based on job duties or direction by their supervisor to do so.

34.120 Enforcement

Non-exempt (hourly) employees using electronic communications for unauthorized work-related correspondence outside of normal work hours may be subject to disciplinary action up to and including termination for violating this policy. Supervisors requiring non-exempt (hourly) employees to use electronic communications for unauthorized work-related correspondence outside of normal work hours are also subject to disciplinary action up to and including termination.

Flexible Work Policy and Procedure

Section 35.000

St. Ambrose University recognizes the value of flexible work options and will consider flexible work arrangements that allow staff to balance work and personal commitments while ensuring the operational business needs of the University are met. The University considers flexible work to be a viable work option when both the employee and the job are suited to such an arrangement. This Flexible Work Policy had been implemented as a pilot program with the expectation that the University will evaluate its impact on the continued achievement of our educational promise. This Flexible Work Policy began on September 1, 2022 and was reviewed at the conclusion of the fall 2022 semester. This policy has been amended and will continue as an on-going policy effective April 1, 2023. The University reserves the right to modify, suspend or discontinue this policy.

Flexible work is a privilege granted by the University, not an entitlement or right of employees. It is not a University wide benefit, and it in no way changes the terms and conditions of employment with St. Ambrose. All flexible work options will comply with applicable federal and state laws, and all University rules, policies and procedures. All full-time and part-time exempt and non-exempt staff are eligible to be considered for flexible work arrangements. Temporary employees are not eligible.

Flexible work options may be appropriate for some employees and jobs but not for others. Supervisors are in the best position to understand the demands of the work and the capacity of the staff member to succeed in a flexible work arrangement. Supervisors should review the *Flexible Work Suitability Guide* to assist with this decision making. Supervisors are responsible to manage the work under the flexible work arrangement. Each department must have 67% of their department in the office each day (exceptions, Admissions and Advancement if traveling for University business), e.g. a department of 6 should maintain 4 employees in the office. For departments with less than four employees, 50% of the staff must be present each day, e.g. a department of 3 should maintain 2 employees in the office

Procedures

Flexible work options include:

- **Alternate Working Schedule-** Fluctuating starting and ending time during the workday or workweek.
- **Hybrid Remote Work-** Working from home no more than two days a week
- **Flexible Work Week-** Allows you to come in early or stay later for up to four hours in a work week to be used for personal events, e.g. doctor appointments, child events, home repair etc.
- **SUMMER ONLY- Compressed Workweek-** Working the equivalent of full-time week in less than 5 days.

An employee interested in being considered for a flexible work arrangement should discuss the options with their Supervisor. Requests must be approved according to the procedure indicated for each type of flexible work arrangement. A *Flexible Work Arrangement Form* must be completed. Staff who are approved for Hybrid Remote Work will be required to sign the *Hybrid Remote Agreement* with the University, consistent with this Policy.

Requests for flexible work arrangements due to a disability under the Americans with Disabilities Act are handled through a separate process and should be submitted directly to the Director of Human Resources in the Human Resources Office.

Flexible work arrangements will not be granted automatically, but will be considered on a case- by-case basis. In addition, because working a flexible work arrangement is considered a privilege, to be eligible for consideration for a flexible work arrangement option, the employee must meet the eligibility criteria described below before being approved.

It is assumed an employee approved for a flexible work arrangement will work scheduled weekly hours and may be required to work additional time to handle short-term projects and to satisfy weekly requirements.

If the hybrid or alternate work arrangement alters the current schedule for the employee, as recorded, the supervisor must notify HumanResources@sau.edu for payroll record purposes.

Any flexible work arrangement made may be discontinued at will and at any time at the request of either the employee or the University. Every effort will be made to provide 10 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a flexible work arrangement. There may be instances, however, when no notice is possible.

Supervisors will check with employees at intervals to determine if the arrangement is working for both the University and the employee.

An employee who commences a hybrid remote work arrangement or alternate schedule without completing the required request forms or agreement and have not received approval from their supervisor and respective vice president may be subject to disciplinary action.

Types of Flexible Work

A. Alternate Work Schedule

- Allowing the employee to choose their daily starting and ending hours within certain limits. Examples include variable arrival times such as 7:00 a.m. through 9:00 a.m. Employee is required to be at work during their defined "core hours" during the day and they must work their scheduled number of hours each day (i.e. 8 hours for full-time employees). This scheduled flextime must meet department operational/business needs. A normal business day would consist of 8:00 a.m. to 4:30 p.m.

B. Hybrid Remote Work

- Allows eligible employee to work in a designated area other than their office, (this must be at the address on record) for up to two (2) days a week. St. Ambrose considers Hybrid Remote Work to be a viable, flexible work option when both the employee and the position

responsibilities are suited to such an arrangement. The employee will have an established, predictable schedule, which will be noted in the hybrid remote work agreement. An Alternate Work Schedule is not allowed

when working remote. A normal business day when working remote is considered 8 a.m. to 4:30 p.m.

C. Flexible Work Week

- Allows you to come in early or stay later to accumulate up to four hours in a work week to take time off in the same work week for personal events, e.g. doctor appointments, child events, home repair etc. If the work week recorded is less than 40 hours then PTO must be used. Salaried employees also qualify for the flex time. Advance supervisor approval is required as determined by department supervisor.

D. Summer Only- Compressed Work Week - Working the equivalent of full-time week in less than 5 days.

- A compressed work week allows staff to work longer days during the summer for part of the week in exchange for one day off each week. Compressed workweeks are most appropriate in situations in which staff do not have to keep pace with incoming work daily or where there are several staff that perform the same job. This option is more easily applied to non-exempt staff for whom maximum work hours are identified, but is not ruled out for monthly paid staff who work more than 40 hours during the work week.
- An employee would be required to work four 10-hour days and would take off one (1) work day per week. This schedule must be fixed for the term of the summer agreement, and the day off cannot vary week to week or month to month.
- An employee must review the Compressed Work Week Frequently Asked Questions for clarity on expectations for employees working a compressed schedule.

Eligibility

Individuals requesting a formal hybrid arrangements must be employed by St. Ambrose for a minimum of 6 months of continuous, regular employment, must have a current satisfactory performance record on file and may not currently have a performance counseling plan in place. Current employees who transfer departments to a new role will have to adhere to the 6 month rule in their new position.

Before entering into any Flexible Work Agreement, the employee and supervisor, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and supervisor will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful flexible work schedules including hybrid remote work.
- Job responsibilities. The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a flexible work schedule.
- Equipment needs, workspace design considerations and scheduling issues. The employee and supervisor will review the physical workspace needs and the appropriate location for hybrid remote work.
- Tax and other legal implications. The staff member must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office on a hybrid basis. Responsibility for fulfilling all obligations in this area rests solely with the staff member.

For hybrid remote work, if the employee and supervisor agree, a *Hybrid Remote Work Agreement* will be completed and signed by the employee and supervisor. The respective Vice President of that department will grant final approval before the agreement is final.

Evaluation of hybrid remote work performance will include regular interaction by phone and e-mail between the employee and the supervisor, and weekly face-to-face meetings to discuss work progress and problems. At the discretion of the supervisor, the employee and supervisor will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of hybrid work performance will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the hybrid employee and supervisor will be agreed to as part of the discussion process. The supervisor and hybrid employee will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Hybrid Remote Work Guidelines

- 1. Compliance with Policies.** Employees who are granted the privilege of Hybrid Remote Work must comply with all St. Ambrose University rules, policies, practices, and instructions which apply to them when working on campus (or otherwise on the University's behalf), including but not limited to information security and data protection policies and procedures (see item 8 below). Violation of any of the above may result in the termination of the Hybrid Remote Work arrangement and/or disciplinary action, up to and including termination of employment.
- 2. Hours of Work.** The total number of hours that Hybrid Remote Work employees are expected to work will not change. The University also expects the same level of productivity from Hybrid Remote Work employees that is expected of them when working at their University workplace. Hybrid Remote Work employees who are not exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) will be required to record all hours worked in the University's Self Service system. Hours worked in excess of those specified in the Hybrid Remote Work agreement will require the advance approval of the supervisor.

If inclement weather or campus closing is declared at a campus or facility work location, an employee who is working remotely at home is not generally eligible for inclement weather or campus closing leave.

- 3. Availability.** If needed, supervisors may require employees to report to their University workplace for work-related meetings or other events on days on which they are scheduled for Hybrid Remote Work. A request for an employee to attend a meeting or event on campus despite it being a designated remote workday does not guarantee that another remote day may be substituted.

Some departments on campus may have blackout dates, during which employees may need to be physically on campus. Blackout dates refer to periods or dates when employees are not allowed to work from home due to high demand or seasonal events. Respective vice presidents in conjunction with supervisors will designate and communicate certain dates as critical times when employees are expected to be in attendance on campus.

- 4. Use of Leave.** Employees may not use Hybrid Remote Work in place of Qualified Leave, or any other types of leave. Using Hybrid Remote work during an approved Family Medical Leave must be approved in advance by Human Resources.

Hybrid Remote Work must not serve as a replacement for dependent care or other obligations that may affect one's ability to work as scheduled. In the event a dependent child is ill, and if your work situation warrants Hybrid Remote Work, you may work up to four hours each day. You must use other types of paid leave in excess of four hours.

Employee who are unable to work due to illness on a day they are scheduled to work remotely must use their PTO or other leave, if eligible and report their absence to the supervisor and on their

timesheet or leave record.

- 5. Safety and Liability.** The University assumes no responsibility for injuries occurring in the employee's alternate work location outside the agreed upon work hours or for injuries that occur during working hours but do not arise out of and in the course of employment. The University also assumes no liability for damages to employee's real or personal property resulting from participation in the Hybrid Remote Work program.
Workers' compensation coverage is limited to designated work areas in employees' homes. Employees agree to abide by the same safety standards that are required for work in the University workplace, and to maintain safe conditions in their alternate work location. Employees must follow normal procedures for reporting illness or injury.

Meetings with students, co-workers, or others conducting business with the University shall not be held in person in a hybrid remote work employee's home.

- 6. Equipment and Materials.** The University provides equipment and materials to employees at their University workplace so they may effectively perform their duties; however, neither the University's Information Technology Services nor the individual University departments will duplicate resources between the University workplace and the Hybrid Remote Work location. The University will not provide or fund printing, home/cellphone or internet services for Hybrid Remote Work.

Hybrid Remote Work employees may use University-owned equipment in accordance with the University's Network Acceptable Use Policy. Hybrid Remote Work employees are responsible for protecting University-owned equipment from theft, damage and unauthorized use. The University will maintain service, and repair University owned equipment used in the normal course of employment when brought to campus for repair. The Hybrid Remote Work agreement may also permit employees to use their own equipment, consistent with the University's Data Entry Policy, VPN Access Procedure and Email Policy

When employees are authorized to use their own equipment, the University is not responsible for the cost, repair, or service of the employee's personal equipment unless otherwise expressly agreed to in advance in the Hybrid Remote Work agreement.

The employee is responsible to immediately alert the University of any suspected data security breach connected to their own equipment.

The employee shall promptly notify their supervisor when unable to perform work assignments due to equipment failure or other unforeseen circumstances. The employee may be assigned to another work project and/or return to campus that may necessitate termination of the Hybrid Remote Work agreement.

Important information regarding creating a service ticket, VPN requests, troubleshooting or other general IT questions or assistance can be found on the SAU portal at <https://mysau.sau.edu/UniversityServices/InformationTechnology/Pages/default.aspx>

- 7. Costs of Hybrid Remote Work.** The employee will establish an appropriate work environment within their home for work purposes. The University will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. The University does not assume responsibility for operating costs, home maintenance, or other costs incurred by employees in the use of their homes as a hybrid remote work alternate work location.
- 8. Security.** Consistent with the University's expectations of information security for employees working at the office, hybrid remote work employees will be expected to ensure the protection of

proprietary University and student information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment. All records, documents, and correspondence, either in paper or electronic form must be safeguarded for return to the University

9. **Ad Hoc Arrangements.** Temporary hybrid remote work arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance. All general expectations and conditions would apply as noted in this policy. Employees are not to use public Wi-Fi without VPN or hotspot.

10. **Dress Code.** The University expects the same level of professional appearance from Hybrid Remote Work employees that is expected of them when working at their University workplace. This includes following the Dress Code policy.

Hybrid Education Links (Intended to assist with hybrid best practices)

<https://www.flexjobs.com/blog/post/thrive-hybrid-work-environment/>

<https://www.officernd.com/blog/hybrid-work-tips-for-employees/>

Supervisor Resources

<https://hr.wisc.edu/managers-and-supervisors/supervising-in-a-hybrid-work-environment/>

<https://www.gallup.com/workplace/341894/measure-performance-strategies-remote-hybrid-teams.aspx>

<https://hr.sparkhire.com/best-hiring-practices/ways-to-effectively-measure-performance-in-a-hybrid-work-environment/>

On the St. Ambrose Portal under Human Resources: EAB's Managers Guide to Remote Onboarding for Higher Ed.

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Employee Suggestion Form

Instructions: You may make a copy of this form, or obtain a form from the human resources office. Write your suggestion clearly indicating exactly what is to be done; if you need more space or if it is necessary to draw a sketch use the back of this form or securely attach a sheet of plain paper.

My suggestion is:

My suggestion will accomplish the following:

Please Print

Employee's Name _____

Department _____ Date _____

All suggestions become the property of the university to do with as it sees fit.

Employee's Signature.....

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, to request FMLA leave you **must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

