

Dominican University

Student Employee Handbook

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In od c ion

!"#\$%&'()*+,%-'. /+(0&01. &' . 2%' . &'0()+2" . &'') . 2''' +3''' 4%' #&05%2-0" , '6+27'3+21%8' 9'0"4' .)2+ :0(. "%* , '
; <<' -"#\$\$%&' -'6+270&=' +&'1. ()#-> -"#\$\$%&'()*+,%-') . , ' . -0=&0301. &'2+%'0&'4%'\$. , ?"+?\$. , '3#&1"0+&0&='
+3' /+(0&01. &'@&05%2-0" , 8!' "#\$\$%&'()*+,%-')%23+2(' . '60\$%'2. &=%'+3'\$#"0%- '32+ ('= %&2. *'+3301%'
. --0-". &1%'"+') + -0"0+&- "'4. "'2%A#02%' -)%10. *0B%\$"'2. 0&0&=8''

!"#\$%&'64+'2%1%05%' '[9!' . 6. 2\$'60'4'"4%02'30&. &10. *'. 0\$'). 17. =%'2%1%05%' . ""% . -"NQg'+3'
"4%02%' . 2&0&=-"42+#=4'"4%'3%\$%2. **+=5%2& (%&"8'[9!'-'#\$%&'%"()'+,%%-' . 2%"*0(0%"\$"'+'#)"'+'
^<'4+#2-'+'3'6+27')%2'6%%7'. &\$'(#-""% . 2&' . &'4+#2*, '6. =%M&+'-'0)%&\$-P8'[9!'-'#\$%&'"
%()'+,%%-' . 2%"*0=0F*"'+'). 2"010). "%'0&'1+((#&0", ?-%2501%>+33?1. ()#-'6+27?-'#\$, '
)2+=2. (-8'I 4%, '. 2%'&+"%*0=0F*"'+'6+27'0&' . ')+-0'0+&'4. ""0&5+*5%-'4%'+)%2. "0+&>'
1+&-"2#1"0&='+'2' (. 0&"%&. &1%'+'3'. '2%"*0=0+#-'6+2-40)' . 2%. 8'

- 2) 34546%5'738&). 3"5, '/2701"

!"#\$%&'60'4'. '/a'. 6. 2\$'4. 5%'^<<g'+3'"4%02%' . 2&0&=-'3#&\$%\$'F, '/+(0&01. &@&05%2-0", 8'/a'
-'#\$%&'%"()'+,%%-' . 2%"*0(0%"\$"'+'#)"'+^<'4+#2-'+'3'6+27')%2'6%%7'. &\$'1. &%' . 2&' . &'4+#2*, '
6. =%'+'2'. '-0)%&\$8'

- 2E+'7380). 3"5,'74?4<44,. 'D)\$3' />BF01'14%'?T'3+2('0-'#-%\$''+'1+&302('

a. 14'\$%) . 2" (%&'60**'\$%'%2(0&%''4%'-'#\$%&''% () * , %%'\$2%--'1+\$%'F. -%\$'+&'64. ''''4%'-'#\$%&''
% () * , %H-'\$#''0%-'60**'F%8!#) %250-+2-' . 2%'2%-) +&-0F%'3+2'-%''0&=""4%'\$2%--'1+\$%'=#0\$%*0&%-'#) +&'402%8'V&'

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] + - "' - "#\$%&'()* +, %%- '2%1%05%'. &'4+#2*, '6. =%'+3'. ""*%. - "'I ^<8<<Z4+#28'J&, '- "#\$%&'()* +, %%' -"0)%&\$- '&%\$'"'+1. *1#*. ""'"'+. &'4+#2*, '2. ""'+3'. ""*%. - "'I ^<8<<Z4+#28'14%'2. ""'+3'). ., '1. &'0&12%. -%F. -%\$' +&', %2. -'+3'-%2501%>'-) %10. *0B%\$'-70**-' +2')2%2%A#0-0%"7&+6*%\$=%8'14%2%'0-'&+'=#. 2. &'%"%"4. ""'"4%'4+#2*, ' 2. ""'60***0&12%. -%%. 14', %2.>%:1%)"" .-' (. &\$%. ""\$'F, '+1. **+2'3%\$%2. ** (0&0 (# ('6. =%2%A#02% (%&"-8"

! + (%') + - 0"0 + & - '60**')2 + 50\$%"#0"0 + &'12%\$0"" . -'. 2"" + 2'. ** + 3""4%'1 + () %& - . "0 + &8'14 + - %') + - 0"0 + & - '%*0 = 0F*"3 + 2' "#0"0 + &'12%\$0"" . 2%'1%. 2*, ' (. 27%\$'0&'4%'K + F'\$% - 120)"0 + &8'14%'12%\$0""0 -'. 22. &=%\$'F, ""4%'4020&='%) . 2" (%&' "42 + # = 4' [0&. &10. **J0\$8'd + '+'4%2""#0"0 + &'2% (0 - - 0 + &'F%&%30" -'. 2%' . 5. 0*. F*%' . &\$'4 + #2 - '6 + 27%\$'#&\$%2' - "#\$%&' % () * + , (%&' "\$ + '& + "'1 + #&'"" + 6. 2\$""#0"0 + &'2% (0 - - 0 + &'F%&%30" -' - 4 + # * \$""4%' - "#\$%&'"" . "%2'F%'402%\$' . -'. &' . \$k#&1"" + 2'). 2""?0 (%' % () * + , %%8'

[+ 2'. 11 + #&'0& = '. &\$'" . : . "0 + &') # 2) + - % - > - "#\$%&'()* +, %%- ' (# - "'2%1%05%'. &, '1 + () %& - . "0 + &'3 + 2'. &, '\$#"0% -') % 23 + 2 (% \$ > % 0 " 4 % 2 "" 4 2 + # = 4 "" 4 % ' 2 % = # * . 2' + &'1. () # - 'K + F' + 2' + &%?'0 (%' - "0) %&\$ - '3 + 2' - %2501% - '+' # "" - 0\$%"4%' \$%) . 2" (%&' > ""42 + # = 4') . , 2 + *** + 2'30&. &10. **. 0\$8'@) + &' -) %10. **1021# (- . &1% - > '+'4%2'1 + () %& - . "0 + &'1. &

1*+0&=-'M8%8>'-&+6'\$, -P'60**F%'). 0\$^8Q''0(%-'4%02'4+#2*, '2. ''8'E&*, '-#\$%&''%()'+, %%- '60'4')+ -0'0+&-'
'4. ''2%'50'. ***+'4%'-. 3%'+)2. "0+&'+3''4%'#&05%2-0", '-4+#*\$'F%'. **+6%\$''+'6+27'\$#20&=-14++*1*+0&=-'
M%:c'!'1#20", '\$0-). "14%2-P8'

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I 4%'[. 02'b. F+2'!' . &\$. 2\$-J1''+'3'^TK0>'. -'. (%&\$%\$>)2+40F0''-()'+, %2-'32+(' . 11%)''0&='5+*#&". 2, '
-%2501%-32+(' . &, ') . 0\$%'()'+, %%8'J''-''#\$%&''%()'+, %%- '(#-''F%)'. 0\$'3+2'. ***4+#2-'6+27%\$>%5%&'03''4%'
4+#2-'50+*. ''%4%'6%%7*, '4+#2*, ''0(0''+2')*. 1%'4%'-'#\$%&''0&''+'5%2'0(%8'I 4%'-'#\$%&''%()'+, %%'(. , 'F%'
. -7%\$''+' . \$K#-'40-Z4%2'-14%\$#''+'+33-%'' . &, %:'2. ''0(%32+('4%)'2%50+#-'). , ')20+\$8'

V&'. \$ \$0'0+&>'&+'-'#\$%&''>0&1*\$0&='4+-%'&+'%*0=0F*''+'6+27'0&'4%'@&0''\$!' . ''%->1. &'5+*#&''%2'3+2'. '
)+-0'0+&'4. ''6+#*\$'&+2(. **, '2%1%05%'1+()%&- . "0+&8''

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!#)%250+2-'4+#*\$')2+50\$%' . - . 3%>4%. **4, '6+27%'&502+&(%&''3+2''4%02''-''#\$%&''%()'+, %%-8'!'#\$%&''
%()'+, %%-'-4+#*\$'&+'F%'. **+6%\$''+'%23+2(' . &, '\$#''0%- '60'4+#''4%' .))2+)20. "%%A#0)(%&'' . &\$'
"2. 0&0&=8'1#)%250+2-'4+#*\$'F%'. 6. 2%'3'\$. &=%2+#-'6% "4%2'-0''# "0+&-'M8%8>''+2(' +2'4%' . '' \$50+20%-P'
. &\$'0&-''%&''%'+&')2+)2%)2'+1+'3+2' . # (- . &1%-M8%8>'64%&''+'
-%7'-4% . \$2. "0+&'-' . "0+&-P8'

J&, '0&K#&''%()'+, %%'640%' . ''6+27%'&%\$-\$'' . \$''+'C#(. &'D%-+#21%-'. -'-++&' . 3%'2'
"4%'11% .)+-0F*%8'C#(. &'D%-+#21%- '60''30%' .)+ ()%&- . "0+&'1. 0(' . &\$''4%'0&-#2. &1%'
1. 220%2'6% . #)'60'4''4%'-'#\$%&''%()'+, %%'2%=. 2\$. 1. 0(8'

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[+2'-%1#20", '2%. -+&-'-'#\$%&''%()'+, %%- '64+'&%\$'. 11%-''+' . '/+(0&01. &'1+()#''2>\$%) . 2''(%&''-4. 2%\$'
\$205%-'. &\$Z+2'\$%) . 2''(%&''-) %10301')2+=2. (-'(#-''F%)'2+50\$%'60'4'. '-''#\$%&''%()'+, %%' +=0&8'
!#)%250+2-'(#-''-#F(0'' . 'd+&?J330'0. "%\$'_%2+&' [+2('M. 5. 0'. F%'+&'0&P''+'4%'VI '\$%) . 2''(%&''3+2%. 14'
-'#\$%&''%()'+, %%'64+'2%A#02%-'. 11%-8''

!#)%250+2-'4+#*\$')2+50\$%'4%'-'#\$%&''%()'+, %%- '60'4''4%02'+6&>#&0A#''+=0&' . &\$'). --6+2\$'3+2'5%2, '
)2+=2. (''4%, '2%'2%A#02%'+'#-'0&'4%'1.). 10", '+3''4%02%'()'+, (%&'8'!)#)%250+2-'4+#*\$'&5%2'. **+6'. '
-'#\$%&''%()'+, %%' +=0&8'&#&\$%2' . 8. +8%'% . %11' . %2'8. (%' . &\$'). --6+2\$8''

V3''4%')+-0'0+&'2%A#02%-'=05%&' . &, '#&05%2-0', ')2+)2", '-#14'. -'. '#&03+2(>
&. (%'F. \$=%'+2'7%, .)+-0F*%8'C#(. &'D%-+#21%- '4+#*\$'F%'+&'030%'20+2''+'
F%'-0=8%\$''2%=. 2\$0& .)2+)2", 8'C#(. &'D%-+#21%- '4+#*\$'F%'+&'030%'20+2''+'
&%' : '' . , \$, '03''4%' .)'+, %%- '4. 5%'40-Z4%2'). , 14%17'60'44%*\$'+2'\$%\$#1%'\$'F%1. #-'+3'
(0-0&='2'\$. (. =%\$.)

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!#)%250+2-'(. , '=05%'-'#\$%&''%()'+, %%- '=03''+'1%'F2. "%%5%&''->-'#14'. -'4+*0\$. , ->'F02'4\$. , -'+2%&\$'+3'
, % . 2'.)2%10. "0+&8'I 4%'=03''-'4+#*\$'F%0&' . '2%. -+&. F*%)201%'2. &=%'. &\$'-4+#*\$'&+'F%'0''(-''4. ''1. &'F%'
)%21%05%\$'. -'3. 5+20'0-(' +2'0& .))2+)20. "%'3+2'. '-#)%250+2Z-'#\$%&''%()'+, %%'2%*. "0+&-40)8 I 4%'@&05%2-0', '
. *-' .)2'010). ""-0&'4%'d. "0+&. **!'#\$%&''a()'+, %%'J))2%10. "0+&'6%7>4%*\$''4%'302-'3#''6%'7'0&'J)20'8''

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!#)%250-+2-'-4+#*\$'&+'''. -7-'-#\$\$%'()^+, %%-''+')%23+2(('. -7-'3+2''4%)%2-+&. **F%&%30''' +3'''4%'
-#)%250-+2'W: c'F. F, -0'>')017'#)'=2+1%20%-P'+2')%23+2('\$#'0%- '3+2'+2=. &0B. "0+&- '+2'F#-0&%--%'+'64014''4%'
-#)%250-+2'4. -'. &'0&'%2%-''0&'F#''0-'#&2%*. "%\$''+' /+ (0&01. &'@&05%2-0", 'W: c'6+27'3+2'. ') +^0'01. **
1+&- "0"#%&'>'-'***2. 33%''017%'-'3+2'. 'F%&%30'>%'5%'+)''. '6%F')'. =%'3+2'. '4+ ('%F#-0&%--P8'

! "#\$%'()^+, %%- '1. &&+''6+27'0&'4%'-. (%'\$%)'. 2" (%&'+'3'. '2%*. "05%'5%&'03''4%'2%*. "05%'0-'&+''''4%'
0((%\$0. "%#-'#)%250-+2'+3''4%'-'#\$\$%'()^+ -0'0+&8'_*%. -%'2%3%2''+'4%'d%) +^0- ('_+^01, '0&'4%'!' ". 33'C. &\$F++7'
M! %18'Q8^8NP'3+2'\$%30&0'0+&'3'2%*. "05%8'

!#)%250-+2-'-4+#*\$')2+50\$%''. -3%>4%. **4, '6+27%'&502+& (%&'+'3+2''4%02'-'#\$\$%'()^+, %%-8!' "#\$%'()^+, %%- '4+#*\$'&+''F'. **+6%\$''+')%23+2('. &, '\$#'0%- '60"4+#''''4%''.)2+)20. "%%'A#0) (%&''. &\$'
"2. 0&0&=8!'#)%250-+2-'-4+#*\$'F'. 6. 2%'3'\$\$. &=%2+#-'6%. "4%2'-0"#. "0+&- 'M08%8>'-' +2('+2'4%. '''. \$50-+20%-P'
&\$'0&- '2#1''-'#\$\$%'()^+, %%-'+&')2+)2'+1+^3+2'\$%. *0&='60"4'-#14'1021#(-". &1%- 'M08%8>'64%&'+'
-%7'-4%''%2'+2')2+50\$%'4, \$2. "0+&'-' ". "0+&-P8'

\%20301. "0+&'3%()^+, (%&'2%A#%- '-3+2-'-#\$\$%'()^+, %%-'. 2%'4. &\$%'\$'F, 'C#(. &'D%-+ #21%-8!' "#\$%'()^+, (%&'0-'1+&-0\$%2%\$'). 2''+3''4%'-'#\$\$%'H-'30%'. &\$'0-'1+5%2%\$'F, '[aD_J8'd+'0&3+2(. "0+&'1. &'F%'
2%*. -%'\$'F, ''4%0&- "0"#^0+&'60"4+#''''4%'-'#\$\$%'H-'-0=8%\$')%2(0--0+&8'V&='%&%2. ^>'C#(. &'D%-+ #21%- '60''
+&*, '5%203, '\$. "%->'0'''. &\$'6. =%- '3+2-'-#\$\$%'()^+, %%- 'CD'\$+%- '&+''2%*. -%'0&3+2(. "0+&'+'K+F'
)%23+2(. &1%>')%2-+&. *0", '+2'2%. -+&'3+2''%. 50&=8'

C+6%5%2>'. -"#\$\$%'()^+, %%'1. &'2%A#%-'''. ''''''2'+3'2%3%2%&1%'32+ (''4%'-#)%250-+2''4%'2%A#%-''-4+#*\$'
0&1*#\$%'. '620''%&'1+&-&'32+ ('-"#\$\$%'()^+, %%'+'2%*. -%'4%'0&3+2(. "0+&8'

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^8 V*0&+0-'0-'. &!. "?60**%()*+, (%&'-' . ""'4%2%3+2%'-#)%250-+2-'2%". 0&'"4%'20=4"" + ""%2(0&. ""'.'
- "#\$%&'%()*+, %%'.' . &. ""0(%8!#)%250-+2-'-4+#'\$-%&\$'C#(. &'D%-+#21%-'.' '6+27'. #'4+20B. "0+&
0&\$01. "0&=""4%'%&\$'\$\$. ""'+3'%()*+, (%&'3+2'"4%'-'#&\$%""%()*+, %%-8'b07%60-%>'. '- "#\$%&'1. &'%&\$'
40-74%2%()*+, (%&'60"4'. ') + -0"0+&!. ""' . &. ""0(%8"

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J-'60"4'. &, %()*+, (%&'>-'#&\$%&'""%()*+, %%-'. 2%'%&1+#2. =%\$''+'')2+50\$%' . -(#14 &+"01%' . -') + --0F*%'
64%&'2%-0=&0&='32+('. ') + -0"0+&8! '6+'6%7-'&+"01%'0-'4%'=%&&2. **, '. 11%) ""\$'-' . &\$. 2\$8! + (%'-#)%250-+2-'
(. , '2%A#%- ""4. ""2%-0=&. "0+&- 'F%' -#F(0""%\$'0&'620"0&=8! "#\$%&'-' . 2%'%&1+#2. =%\$''+'1+ (#&01. ""'
4. 2\$-40) - ""+'-#)%250-+2->'. - ""4%, '(. , 'F%' . F*""+' +33%2'. '2%\$#1%'6+27'-14%\$#%' +2'. \$ \$0"0+&. ""' . --0-'. &1%8'

J""0(%->0"" (. , 'F%'&%1%-- . 2, ""+'%&\$' . '- "#\$%&'""%()*+, (%&'") + -0"0+&'\$#%' + 'F#\$=%" . 2, '+2'+ "4%2'
1+&- "2. 0&" -8!#)%250-+2-' . 2%'%&1+#2. =%\$''+' -4. 2%""40-'0&3+2(. "0+&'60"4' - "#\$%&'""%()*+, %%- '60"4'. -(#14'
&+"01%' . -') + --0F*%8'V&'4%-%'1. -%>-' "#\$%&'-' . 2%'%&1+#2. =%\$''+' -%'7'+ "4%2%()*+, (%&'"+&

%) *+, %%. -'+&'. -') +--0F*''+'\$0-1#--''4%'% () *+, %i-'1+&1%2&8''14%'\$%). 2" (%&''4%. \$Z#&0''
-#)%250-+2i- : 1*#-05%'. &\$'F0&\$0&='+&''4%'#&05%2-0", '. &\$''4%'-'#\$%&'8'
k8 C#(. &'D%-+ 4+20", ''+'14. &=%'. &'% () *+, (%&''?2* . "%\$'\$%10-0+&'F', . &'#&05%2-0", '
\$%). 2" (%&'' . F*''+'\$0-1#--'. '-#\$%&''% () *+, %i-'1+&1%2&-'+&1''4%'-'#\$%&''
% () *+, %%'4''4%02'0 ((%\$0. "%'-#)%250-+28'

Summary

14%'-# ((%2%' () *+, (%&''''%2 (>64014'F%=0&-''4%'\$. , '. 3''2'=2. \$#. "0+&'. &\$%&\$-'4%'\$. , 'F%3+2''4%'-' . 2''
+3'-14++>'0-'&+''). 2''+3''4%'&+2 (. *'-#\$%&''% () *+, (%&'''') 2+=2. (8'14%2%' . 2%'&+'6+27'-#\$\$, '. 6. 2\$-'3+2'
-# ((%2%' () *+, (%&'' . &\$' (. &', +3''4%'2%-201''0+&-'+3'4+#2-'. &\$'6. =%-'. 2%'03''%\$8''

!#)%250-+2-'60'4'+)%&')+ -0'0+&- '3+2''4%'-# ((%2') +-'''4%') + -0'0+&- '+&''4%'K+F-'6%F-0''%8!'#\$%&''-'64+'

