

Dominican University

Staff Handbook

January 2021

Staff Handbook.....	5
Foreword.....	5
Non-Discrimination Policy.....	5
Section 1: Mission and History of Dominican University.....	7
1.1 University Mission, Vision and Identity Statements.....	7
1.1.1 Mission Statement.....	7
1.1.2 Vision Statement.....	7
1.1.3 Identity Statement.....	7
1.2 University History.....	7
Section 2: University Governance.....	9
2.1 The Corporation and Board of Trustees.....	9
2.2 University Organizational Chart.....	9
2.3 The Staff Assembly.....	9
Section 3: Staff Employment Policies.....	11
3.1 Staff Definitions.....	11
3.2 Recruitment and Hiring Procedures.....	12
3.2.1 Search Process for Senior Administrators.....	12
3.2.2 Search Process for Other Administrative Staff.....	15
3.2.3 Onboarding.....	17
3.2.4 Promotion and Transfer.....	17
3.2.5 Work Authorization.....	18
3.3 Standard Work Week.....	20
3.3.1 University Hours of Business Operation.....	20
3.3.2 Recording Time.....	21
3.3.3 Overtime.....	21
3.3.4 University Closure Policy.....	21
3.4 Time Off and Leave Policies.....	22
3.4.1 Reporting Absences.....	22

3.4.7 Jury Duty	28
3.4.8 Election Day	28
3.4.9 Attending Classes at Dominican University	28
3.4.10 Family and Medical Leave Act	29
3.4.11 Short-Term Disability	31
3.4.12 Long-term Leave of Absence	32
3.5 Conflict Resolution and Grievance Procedures	34
3.5.1 Conflict Resolution (Informal).....	34
3.5.2 Grievance Procedure (Formal).....	34
3.6 Resignation and Termination.....	36
3.6.1 Pay at Employment Termination	36
3.6.2 COBRA	36
3.6.3 Unemployment Insurance	36
3.6.4 Rehire After Resignation.....	37
Section 4: Staff Compensation and Benefits	38
4.1 Staff Compensation Policies	38
4.2 Performance Management.....	38
4.3 University Benefits.....	38
Section 5: University Codes of Conduct.....	39
5.1 General University Conduct Policies.....	39
5.1.1 Information Technology.....	39
5.1.2 Personal Phone Calls.....	39
5.1.3 Business Ethics Policy.....	40
5.1.4 Confidential Information Policy	43
5.1.5 Solicitation Policy	43
5.1.6 Tobacco Policy.....	43
5.1.7 Nepotism Policy	44
5.1.8 Lactation Accommodation.....	44
5.1.9 Children on Campus.....	44
5.1.10 Pets on Campus	45
5.1.11 Access to Residence Halls	46
5.1.12 University Identification Cards	46
5.1.14 Parking Policy.....	46

Petty Cash Funds.....	60
Travel and Expense Reimbursements.....	60
Memberships and Subscriptions.....	60
Tax Exempt Activity	

Staff Handbook

Foreword

This Staff Handbook of Dominican University is the official statement of the policies of the University, governing the employment policies, procedures, rights, responsibilities and benefits for administrative and general staff members (herein referred to as "staff members") at Dominican University (the "University"). Staff members are defined as staff members who hold positions other than, or in addition to, positions with faculty status. With respect to staff members who hold positions with faculty status, the terms of the Faculty Handbook control to the extent of any inconsistency with the Staff Handbook. Unless stated otherwise, all sections of this Handbook apply to all staff members employed by the University at all locations.

This edition of the Staff Handbook supersedes all previous editions and supplements. Human Resources publishes this Handbook and its supplements and is responsible for the contents. Some policies included in this document are maintained and/or enforced by other university departments and are noted as such.

The University reserves the right to add, amend, delete or deviate from any benefit, policy or procedure stated herein at any time after consultation with the Staff Council. Dominican University seeks to employ individuals who will work together on an ongoing basis. However, both the staff member and the University have the right to terminate employment and compensation at any time, for any reason or no reason, with or without notice. Nothing said or done by University staff members or stated in this Handbook is to be considered a contract or guarantee of employment in a particular position or for a particular duration with the University.

All staff members t,sd haf4.3 (r Twf-3.Bin6 (b)23 (a p)2.9 2-2.5 (is)n1 (o)-6.6 (n)13.4 (it)-.6 (o)-62 (aran)2.3 (tku10)-3H

member or staff member who engages in such prohibited conduct will be subject to appropriate disciplinary action, up to and including termination or dismissal, depending on the seriousness of the conduct in question and the surrounding circumstances.

The University will periodically develop and mandate training programs for students, faculty and staff members in furtherance of this policy.

For all policies related to non-discrimination, please visit the University's [Office of Diversity, Equity and Inclusion](#) website.

Dominican University will be an innovative leader in empowering graduates from diverse backgrounds.622.446Tm ers In-

university completed a comprehensive realignment of its academic units resulting in the its four college structure: the Rosary College of Arts and Sciences, the Brennan School of Business, the Borra College of Health Sciences, and the College of Applied Social Sciences (comprised of the schools of Education, Information Studies, and Social Work).

A premier Catholic university, Dominican is repeatedly named among the top master's-level universities in the Midwest by U.S. News & World Report. Dominican University takes great pride in its high rate of success with first-generation-to-college students, many from underrepresented groups and/or economically disadvantaged circumstances. It has been recognized as a Hispanic-Serving Institution (HSI) by the Department of Education since 2011 and in 2017 received the Midwest's only Title V grant. While maintaining its core Catholic identity, the University enrolls and mentors students of all faith backgrounds.

Section 2: University Governance

2.1 The Corporation and Board of Trustees

Dominican University's governance structure is made up of the Corporation of Dominican University and the Board of Trustees. The Corporation has the responsibility to: 1) approve the mission of the

The Assembly elects members who serve as the Staff Council of the Staff Assembly. The Staff Council leadership comprises an elected President, Secretary, and Treasurer who serve two year terms. Staff Committee Chairs are volunteer positions that also serve as leadership of Staff Council. The Staff Council represents administrative and general staff and serves as the leadership body to assist the Assembly in achieving its purpose of:

Co h-0.c..489 -1.217 Td(C)-29.239 (c. 0 12 2[(S)1.5 (t)-3 (af)-6.6T(C)-0.6 (o)-6s)-1.4 (r
Cu St whuta ic 0.003tt (y)-1.6 ()10.6 Tr

Section 3: Staff Employment Policies

3.1 Staff Definitions

Dominican University staff members are designated as administrative or general staff members. Please refer to the definitions below:

Administrative Staff Member

Salaried staff members, considered exempt, and paid on a monthly basis. Required to keep track of all time off. Not compensated for overtime.

General Staff Members

Hourly staff members, not exempt, and paid on an hourly basis. Required to keep track of all time off. Compensated for overtime.

3.2 Recruitment and Hiring Procedures

Dominican University is committed to hiring, retaining, and promoting a diverse faculty and staff, at levels that meet or exceed that of peer institutions and the national average. The recruitment and hiring procedures at Dominican University are designed to provide a comprehensive approach to hiring staff and faculty members. Dominican University views faculty and staff diversity broadly to include racial, ethnic and gender diversity as well as faculty from different backgrounds, perspectives, and points of

5. Once the committee identifies an equity advisor, the CDO assists in the preparation and support for the equity advisor.
6. The equity advisor assists the committee in the following best practices as specified in the Search Toolkit : Increasing Excellence and Inclusion. The equity advisor's role is to ensure that a candidate's contribution to diversity is fully considered and that the search practices for recruiting and ranking qualified candidates are fair and equitable. The equity advisor will be familiar with the Toolkit and remind the committee of the factors that can affect the hiring of diverse candidates, including implicit or unconscious bias.

Recruitment Process

1. The search committee chair will work with HR and the CDO to
 - a. review common sites recommended for administrative positions (Chronicle, Inside Higher Ed),
 - b. discuss other possible advertising options aimed at yielding a diverse pool of qualified candidates within areas of expertise, and
 - c. discuss costs and post as appropriate within budget guidelines.
 - d. Advertising and recruitment costs will be covered through a centralized recruiting budget line. However, the president/provost must approve all expenses related to the

5. Phone interviews will then be scheduled with qualified candidates. All search committee members are invited to participate on all calls and should plan to participate as schedules permit. At a minimum, the search chair and the equity advisor should participate on all calls.
6. The committee will meet to determine which candidates will be invited for on-campus interviews, ordinarily identifying no more than three. For positions that include faculty status and/or the potential for tenure, an official academic transcript of the highest degree earned must be received and reviewed by the provost and/or the appropriate dean before a candidate is invited to campus.

2. The posting and application files will remain accessible online for president/provost and search chairpersons.
3. Search committee chair or designee will inform any candidates who interviewed on campus that the search has ended.

3.2.2 Search Process for Other Administrative Staff

All new or replacement hires must be approved by the unit Vice President in consultation with the president.

Depending on the nature of role and the level of responsibility, some administrative positions will follow the guidelines outlined for Senior Administrators. Vice Presidents are responsible for determining if a position warrants the full search process outlined for senior administrators.

The process for all other exempt level (salaried) staff positions may be modified as follows. The process for non-exempt (hourly) staff should fo

screenings generally take 24-48 hours. In some cases where there are extensive records (multiple names and/or addresses), results may take more than 48 hours.

Search Conclusion

1. HR will remove the online posting, and the new hire will be invited to start the online

staff member's current status. The starting date in the position to which a staff member is promoted or transferred should normally occur within four weeks of acceptance unless otherwise agreed upon.

Staff members should complete at least one year in their current position before considering applying for another position at the university. As a courtesy, internal applicants should notify their current

A part or all of the "premium processing fee" assessed by USCIS for expedited handling of application may be paid by the University, on a case-by-

3.3 Standard Work Week

The standard workweek for full-time staff is 40 hours from Sunday to Saturday, which includes two paid 15-minute breaks and 30 minutes of unpaid lunchtime each workday, for a total of 37.5 hours of paid time per week. It is typical for a staff member to take a one-hour lunch break, combining the 30-minute unpaid lunchtime with the two paid 15-minute breaks.

The Physical Plant and Campus Safety departments, due to the nature of their responsibilities, receive 30 minutes of paid lunchtime for a total of 40 hours of paid time per week.

Part-time staff members are scheduled by their supervisors in accordance with the needs of the department. Staff members are allowed one paid 15-minute break for each four consecutive hours of

the University for the remainder of the day. Decisions for early closures will be communicated to the university community via email and text notification by 3:30 p.m. Information will also be posted on the university website.

Staff members will be paid for the remainder of their regularly scheduled shift at their normal rate of pay. General staff members required to work during a university closure period ma(y) -0.001 Tc 0201 1f 54217 0 Td3 (

Holidays occurring on Saturday will be observed on the preceding Friday. Holidays occurring on Sunday will be observed on the following Monday.

In addition to the paid holidays noted above, the university will close at 2:00 pm on the Wednesday before Thanksgiving and on Holy Thursday.

Departments with operations or hours of business that vary from the standard Monday – Friday work week (such as the Library, Physical Plant, and Campus Safety) may have additional guidelines regarding holiday time off. These options must be approved by the vice president overseeing the unit in consultation with Human Resources.

Please see the [DU Hol-6.4 3g6.4 3g6.4 3g6.3\(Ho\)asrMC 5c 0 Tw 14.820 12 140f0065w23.836 04021\(h4\(0\)05\(15](#)

General Staff (BWeekly Payroll)

Part Time 30 Administrative Staff Members

0 through 5th year	1 day/7.5 hours	12 working days
6th year and over	1.33 days/10 hours	16 working days

3.4.4 Sick Leave

Eligibility

Full-time and part-

Sick Guidelines for the Goedert Center for Early Childhood Education

Staff Members at the Rose K. Goedert Center for Early Childhood Education must contact the director before 6:00 a.m. Goedert staff members are responsible for finding replacements to open or close for them in their absence. Goedert Center staff members should consult the Goedert Center handbook for further information regarding Leave/Illness Policy.

Absence Beyond 10 Calendar Days

Should illness or disability cause absence to continue beyond 10 calendar days, a leave of absence must be processed for the staff member to be eligible for short-term disability benefits. This leave is granted to a staff member who is unable to work for medical reasons as determined by the staff member's physician. Contact HR for eligibility requirements and required documentation.

Any sick leave payment for illness or injury covered by the Worker's Compensation Act shall be reduced by the amount of any payment received under the provision of the Act. See Social Security and Worker's Compensation section of the handbook for more information.

funeral service is more than 200 miles from the staff member's residence, one additional paid day may be granted to account for travel needs.

Immediate family shall include parents, parents-in-law, stepparent, spouse, domestic partner, child, stepchild, sibling, brother-in-law, sister-in-law, son-in-

undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Time Limits

The entire period of an FMLA leave, both paid and unpaid, may not exceed 12 weeks in a 12-month period of time. Any approved extension of the leave after the 12 weeks are exhausted will be treated as non-FMLA. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Staff members must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt departmental operations.

FMLA leave must run concurrently with any accrued sick and vacation time.

Pay During Leave

The University's Long-Term Disability Insurance benefit may be available after 90 days of continuous disability. The staff member must apply for the Long-Term Disability benefit no later than 45 days after the beginning of STD leave. See the Long-Term Disability section for more information.

3.4.12 Longterm Leave of Absence

The University may grant temporary leaves of absence for military service, educational advancement or other non-FMLA, personal reasons.

Military Service

The University's policy and action in regard to military leave and reinstatement of employment upon completion of military service is determined by current applicable law. Staff members requiring leave for active reserve training or annual encampment will be paid the difference between their regular University wage and pay received for military service up to 10 working days in one year.

Applying for Leave

All leaves must be requested in writing to the staff member's immediate supervisor at least 30 days in advance if the need for the leave is foreseeable or as soon as the staff member is aware of the circumstances necessitating the leave. The staff member should describe the reason for the leave in detail and complete a [Leave of Absence Request](#) whether or not he/she needs to provide any other information or documentation.

The immediate supervisor and the vice president or cabinet member of the University to whom the supervisor reports will give written approval of the leave and will inform the staff member of any decisions. The supervisor will retain all requests and decisions and send copies to Human Resources.

Time Limits

Leaves of absence are limited to 12 weeks, subject to extension with the supervisor's approval. However, no leave of absence other than military or humanitarian leave may last longer than 12 continuous months.

Pay During Le 0.004 TwTd ()Tj EMC96/P <</MCID 11 >>BDC /TT0 1 Tf30.002 Tc -4.587 -2 T* [(H)2.4 (o)-6.6-

Accruals During Leave

During the unpaid portion of any leave of absence, the staff member will not earn vacation or sick time. Time spent on a leave of absence (paid and unpaid) will be credited toward the staff member's entitlement to scheduled salary increase. Leave of absences less than twelve (12) months will not be subtracted from length of service.

Holidays During Leave

Holidays that occur within paid leave of absence are not deducted from the staff member's accrual

~~balance~~ A staff member's that o) 63t52.5 ()10.6 (m)-9.3 (e)4.910.5 (98f3U (o)-9Tc 0.006 Tw 0.228 0 Td(())0 Tw ('9 (e)-3 (,5 0

3.5 Conflict Resolution and Grievance Procedures

3.5.1 Conflict Resolution (Informal)

The University encourages staff members to resolve any employment related conflicts informally. Informal channels may include but are not limited to:

- x Direct discussion with the individual(s) involved in the conflict;
- x Direct discussion with the director of human resources; and
- x Direct discussion with the staff member's supervisor or the next level supervisor.

If the informal conflict resolution method does not yield a satisfactory resolution the Formal University Grievance Procedure may be used.

3.5.2 Grievance Procedure (Formal)

The University grievance procedure exists to promote the
ps-6.7 (n)2.3 lro t Td(0-4.4 078TjE (o)-6.tc-4.3 90.7 (r)if2.9 (o)--
-by- (s)-48 t.001 Tc 5.9 (p6 (r)10p)-
F

- x The form should include a statement of the remedy or resolution sought.
- x It must be dated and signed by the Complainant.

The senior administrator or director of Human Resources shall have five working days from the date of receipt of the Grievance Report in which to investigate the issue.

- x The senior administrator or director of Human Resources shall set up a meeting to discuss the matter with all relevant parties.
- x Within five working days of the meeting, the senior administrator or director of Human Resources will make a determination regarding a remedy/resolution.
- x The determination will be documented on the Step Two portion of the Grievance Report form with copies provided to all relevant parties.

Step Three: Appeal

The Complainant may appeal the Step Two determination within five working days of the receipt of the determination.

The Complainant must present a copy of the Grievance Report with the Step Two and Step Three information completed to the director of human resources, (or to the senior vice president of administration if the director of human resources presided at the Step Two hearing).

The director of human resources (or senior vice president of administration) will convene a three-member appeal committee composed of her/himself and two current members of the Staff Council.

The appeal committee shall schedule a grievance hearing within five working days of receipt of the filing of the appeal.

- x The appeal committee will meet with all relevant parties to discuss the facts and issues involved in the appeal.
- x The appeal committee may call other University members to provide input, as the committee deems appropriate.
- x The appeal committee shall, through consensus, make a final decision regarding the grievance.
- x This final decision will be documented on the Grievance Report within five days of the hearing, with copies distributed to all relevant parties.

Failure to comply with this grievance procedure will result in for

3.6 Resignation and Termination

3.6.4 Rehire After Resignation

Staff members who resign their employment in good standing and are subsequently rehired by the University within one year (12 months) of their resignation date will be reinstated with prior years of service recorded. For example, a staff member who resigned after six years of active employment and is

Section 5: University Codes of Conduct

5.1 General University Conduct Policies

5.1.1 InformationTechnology

Access to data, computer, network and communication systems is granted on a need-to-know basis. Only people who have a requirement for information are granted access to it. The level of access is determined by the function that is being performed. Access to information is not granted without business justification.

All electronic and telephonic records are considered university records and should be transmitted only to individuals who have a business need to receive them. All messages created, sent or retrieved electronically or through the voice mail system are the property of the university, and are subject to review.

Please refer to the

5.1.3 Business Ethics Policy

Staff members will maintain the highest ethical standards in the conduct of University affairs. The intent of this policy is that each staff member will conduct the University's business with integrity and comply with all applicable laws in a manner that is consistent with the mission and excludes consideration of personal advantage or gain.

Conflicts of Interest

Staff members should avoid any situation which involves or may involve a conflict between his/her personal interest and the interest of the University. As in all

5.1.4 Confidential Information Policy

The revelation or use of any confidential student, faculty, staff, alumni or other related persons or University information, data on decisions, plans or any other information which might be contrary to the interest of the University without prior authorization, is prohibited. The misuse, unauthorized access to or mishandling of confidential information, particularly personnel information, is strictly prohibited and will subject a staff member to discipline up to and including termination.

All staff members are required to sign a Confidentiality Agreement as part of their new-hire paperwork. Some units may have department-specific Confidentiality Agreements that are required of staff members depending on the nature of their responsibilities.

5.1.5 Solicitation Policy

Solicitation by one staff member of another for any purpose is prohibited while either staff member is on his/her working time ("working time" does not include meal periods, authorized rest breaks, or any period when staff members are properly not engaged in the performance of their work tasks). This includes solicitation on behalf of a staff member's child or other family member for the purpose of school, sport or other charitable organization's fundraiser.

Distribution of advertising materials, handbills, or printed or written literature of any kind by staff members to other staff members during work time or in work areas is prohibited.

Solicitation or distribution of advertising materials, handbills, or printed or written literature of any kind to staff members on the premises of the University by persons who are not associated with the University is prohibited at any time. This policy does not include University authorized vendors.

Solicitation of Gifts and Donations

Dominican University staff members who wish to solicit gifts (i.e., cash, goods or services) from outside entities, persons or organizations, should clear all such fundraising activities through the Office of University Advancement. Please contact the vice president for university advancement for assistance.

5.1.6 Tobacco Policy

Dominican University is committed to providing a campus environment that is safe, and that supports sustainability and advocates for the health and well-being of students, faculty and staff. As a community, we encourage healthy living in mind, body and spirit. We therefore make resources available to support healthy choices, including healthy dining options, exercise and fitness facilities and programs, and locations for reflection, meditation and prayer.

Because we are committed to providing for the health and wellbeing of our community, effective Monday, August 15, 2016, both the main and Priory campuses of Dominican University were designated tobacco free. By eliminating tobacco use on campus, we will create a healthier, cleaner and more inclusive environment for all, including our visitors and guests.

As a tobacco-free campus, the use of tobacco and tobacco-derived products, including (but not limited to) cigarettes, cigars, cigarillos, mini-cigars, hookah, spit tobacco, snuff, vaping with or without nicotine is not allowed.

All tobacco-derived or containing products are prohibited, including, but not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah-smoked products, and oral tobacco (spit and spitless, smokeless, chew, snuff). This includes the inhaling, exhaling, burning, or carrying of any lighted smoking material.

Together, we are creating a healthier, cleaner environment for all.

Visit the following links for more information:

[x Dominican University Tobacco-Free Campus Policy](#)

of the date the ticket was issued. If the fine remains unpaid upon termination, the balance may be deducted from the staff member's final paycheck.

The River Forest police also patrol the grounds and will ticket cars parked in fire lanes or handicapped zones.

5.1.15 Use of University Name and Seal

The University's name and seal are the exclusive property of the University and, consequently, may not be used in connection with goods or services offered by any outside organization without the prior permission of the chief marketing and communications officer. Official stationery may not be used in connection with outside activities except with respect to those academic and scholarly activities described above. No report or statement relating to outside activities may have the name of the University attributed to it.

Departments must use appropriate university stationery for all university business.

5.1.16 Use of University Facilities

Use of University resources such as facilities, computers, and equipment is restricted to activities that support University teaching, research, service, and administrative functions. Staff members interested in holding a non-University or private event on campus should contact Scheduling and Event Services for information related to facilities rental.

5.1.17 Work Attire

Dominican University's business casual environment allows our staff members to work comfortably yet project a professional image for students, guests and other visitors. Staff members should maintain a neat appearance and attire should reflect a level of modesty appropriate for the workplace so as not to distract from or disrupt the work environment.

Acceptable attire may vary by department and should be based on the responsibilities of the positions. For example, the Athletic Department staff are permitted to wear DU athletic or team apparel on a regular basis due to the nature of their work. Certain days may be designated and approved by a vice president as "dress down days"; jeans or other pre-designated attire may be permitted on those days. In all circumstances, staff members should use good judgment to ensure that the University maintains a healthy balance between "casual" and "professional".

A more casual summer dress code is generally in effect from Memorial Day through August 14. The university has established the following general guidelines for proper summer casual attire :

- x **Slacks** Blue jeans will be permitted provided they are not faded, torn or otherwise damaged. Inappropriate items include sweatpants, bib overalls, shorts, beachwear, workout attire, spandex or other form-fitting pants.
- x **Shirts**- Casual shirts, golf shirts, and sweaters are acceptable. Dominican logo shirts are acceptable. Inappropriate items include tank tops, halter-tops, and t-shirts

prohibition applies even if an individual has a legal permit to carry a weapon.

Persons who are on Dominican property and/or conducting business on behalf of, or for the benefit of, the University are required to abide by this policy and are required to cooperate in any investigation the University deems necessary to enforce this policy.

Persons who do not comply with this policy may be subject to disciplinary action, up to and including removal from University property and/or termination. This action is separate from any criminal penalties that may be pursued for violation of state laws.

5.2.3 Drug and Alcohol Policy

It is a condition of employment that all University staff members refrain from reporting to work or working while being under the influence of alcohol. Under the influence means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that a staff member is impaired because of alcohol use. Staff members are to refrain from using, possessing or being under the influence of alcohol while at work. This includes operating any University vehicle or conducting University-related business off campus. Staff members are allowed to consume alcohol during University-approved special events. However, staff members must exercise restraint and remain fit for duty and free of any adverse effects from alcohol served at the events.

Staff members with lawful possession of prescribed medications must consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Staff members should not, however, disclose underlying medical conditions unless directed to do so. Medication must be carried in a container labeled by a licensed pharmacist. A copy of the Drug-Free Workplace statement is included in Appendix F.

5.2.4 Other Prohibited Behaviors

Without compiling an exhaustive list, the following are illustrative of the type of conduct that the

Dominican University sets high standards of ethical, moral and legal conduct and encourages open communication for staff members and applicants for employment who express concerns regarding these standards. This policy provides a process for staff members to communicate concerns and reassurance that they will be protected from reprisals or victimization for whistleblowing in good faith.

This policy is intended to cover serious concerns that could have a large impact on the University, such as actions that:

- x May lead to incorrect financial reporting;
- x

University Drug & Alcohol Policy Statement

It is a condition of employment that all University staff members refrain from reporting to work or working while being under the influence alcohol. Under the influence means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cau cT/Artifai

counsel, except as the panel may otherwise direct. The Dean of Students will serve only as a resource to the panel at the panel's request. All advisors, including private legal counsel, will serve only in an advisory capacity for the student during the hearing.

The panel shall determine all matters of procedure, evidence, relevance and admissibility it deems helpful and fair in the total decision process, without regard to judicial rules, which could be applicable to such issues.

After the hearing, the panel shall meet in executive session to decide upon the complaint and make its decision. The decision shall be communicated to the Dean of Students in writing within two (2) working days of the hearing. The student will be informed in writing by the Dean of Students within five (5) working days after the panel has sent its decision to the Dean of Students.

1. The student, who has on file, current documentation of their disability, should submit a letter to the Dean of Students which sets forth clearly and specifically, the nature of the complaint and the remedy sought. The submission of the complaint shall be made within the semester in which it arises. Specific details should include:
 1. what the issue is;
 2. when it occurred;
 3. where it occurred; and
 4. who was involved
2. Also included should be any pertinent documentation supporting the complaint, including possible witnesses. The Dean of Students shall investigate the circumstances of the complaint and shall attempt to resolve it, using whatever procedures necessary and appropriate, or calling upon any individuals who may be helpful toward resolution. The Dean of Students will issue his/her opinion in writing within ten (10) working days of receipt of the complaint. The university reserves the right to extend this investigation period if conditions are so warranted. The student will be informed if an extension is necessary on or before the 10th day of the

Appendix H: Guidelines for Faculty and Staff Relating to Education Records

Supplies for University offices may be purchased through a charge system to each department at the Bookstore located in the University Center. All staff members are allowed a 10% discount on most purchases, excluding books. The Bookstore is managed by Follett.

Business Affairs

General business activity of the University is managed through the Business Office. Cash transactions are separately processed in the Student Accounts Office. Visit the [Business Office web page on MyDU](#) for more information regarding:

- x Making online payments
- x Ordering office supplies
- x Corporate Credit Card Policy
- x Reimbursement Policy
- x International Travel Policy
- x Mileage Reimbursements

CashReceipts

Wherever possible, arrangements should be made for funds received to be sent directly to the Student Accounts Office. Special activities, such as fundraising events or seminars, should be coordinated in advance with Student Accounts. If an appropriate account number for the deposit does not exist, the staff member should contact the controller to establish a number.

Cash Disbursements

Accounts payable checks are issued by the Business Office. Vendor invoices submitted for payment should consist of an original invoice with budget officer approval, including account number, written on the face of the invoice. Copies are unacceptable. Other payment requests may be submitted on payment request forms that are available in the Business Office or on-line. Payment request forms must be supported by appropriate, original documentation and also must have budget officer approval and an account number.

Petty Cash Funds

Petty cash funds are used on a very limited basis. Requests should be discussed with the controller.

Travel and Expense Reimbursements

Reimbursements will be made via accounts payable upon submission of a payment request, as approved

Memberships in professional organizations and associations and subscriptions to business-related magazines, journals, or newspapers must be approved by the staff member's supervisor. Memberships are to be in the name of the University rather than the individual wherever possible.

Tax Exempt Activity

The University is a tax exempt, 501(c)(3) corporation. As such, the university has a State of Illinois tax exemption and is not subject to sales tax on certain purchases. Staff members who will be incurring business expenses should obtain a copy of the university's tax exempt letter from the Business Office or their department for presentation to the vendor at the time of purchase. Note that the University also has received a sales tax exemption in the state of Florida. A copy of the Florida certificate is also available in the Business Office.

Purchases

The University does not have a formal purchasing function. Staff members may, with supervisor approval, arrange for goods and services

Copier/Printer Usage

The University supports a fleet of multifunctional devices in addition to the copiers/printers in Office Services. Employees should use their StarCard which is by default setup to charge their home department. Additional department codes can be added as appropriate. Each department will be charged internally, per page, for usage by their staff members. Staff members are encouraged to share files digitally (via Canvas for courses or Teams for department sharing) rather than print. Printing/Copying should be for university business only. Staff members will be responsible for copies made via their code. Please route large jobs to Office Services.

Child Care

The Rose K. Goedert Early Childhood Education Center, Dominican University's child care center, is available to staff members who register their children and pay the specified fees according to procedures established by the Director of the Center. Information regarding childcare service may be obtained from the [Goedert Center website](#)

Office Services (Print Shop and Mailroom)

Dominican University Office Services offers the leadership and expertise of our trained staff who focus in all aspects of mail and print center operations. Whether you need to mail a letter or want brochures and flyers for your next event, we can help. With a focus on customer service, our team has knowledge of industry best practices, USPS regulations as well as experience with inbound tracking systems and related technology. We have designed our mailroom/print shop to provide value and convenience to each of our students and departments, all while supporting the University's mission. Contact us to see how we can help with your mail and printing needs.

Dining Service

Please refer to the [DU Dining Services Web Page](#) for the following:

- x Menus
- x Meal Plans
- x Locations and hours of operation
- x Wellness and Sustainability
- x Allergens
- x Catering
- x Events Calendar

Lost and Found