LOYOLA
UNIVERSITY MARYLAND

Dear Colleague,

Welcome to the Loyola University Maryland community. Our vision is to become the leading comprehensive Catholic university in the nation. Our community of faculty, staff, administrators, students, and alumni are a diverse set of gifted individuals who collaborate with, and challenge each other. We encourage each other to realize Loyola's vision for the future and to live by our core values. You are strongly encouraged to join the University in exploring and pursuing opportunities to serve the Loyola community and to grow personally and professionally.

This Staff and Administrators Policy Manual provides information about the terms and conditions of your employment, your responsibilities as a member of the Loyola community, important policies and procedures, and general information about the services, benefits, programs, and facilities related to your employment. However, this manual is not a contract. Please consult with your supervisor/department chair or with the human resources office if you have questions about information in this manual or about matters related to your employment. A more extensive description of these policies is available at ***www.loyola.edu/hr/policies***, which is updated as needed.

Sincerely,

Kathleen M. Parnell
Assistant Vice President for Human Resources

Employment "At Will"

The policies and practices presented in this manual apply to all staff and administrators of Loyola University Maryland, unless stated otherwise, and reflect University policy revisions as of September 25, 2013. **THIS MANUAL IS PROVIDED AS A GUIDE AND IS NOT TO BE CONSIDERED A CONTRACT, EXPRESSED OR IMPLIED.**

The University reserves the right to make changes to the policies, procedures, and other statements made in this manual. Additionally, changes in federal and state law and the University's needs may require portions of the manual be revised. Those changes are made to the electronic version of the manual as soon as possible, and can be found on the human resources home page at ***www.loyola.edu/hr***. The electronic manual supersedes any previous manual, and the contents may be changed by the University unilaterally at any time. Significant changes will be announced to the community. In addition, the President and his designees may grant exceptions to any and all policies contained herein.

The Staff and Administrator Policy Manual does not guarantee employment for any employee for any period of time. Loyola University Maryland is an "at-will" employer, which means that employees have the right to resign their positions at any time and the University may terminate the employment relationship at any time for any lawful reason. In rare circumstances, written, fully executed employment contracts may be the exception to this at-will status. In those rare circumstances, a written contract spelling out the terms and conditions of employment will be signed by and issued to both parties.

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Today's Loyola: Inspired by Achievement

More than 150 years of vision, values, commitment, and achievement have combined to create today's Loyola. As a Jesuit, Catholic institution of growing regional and national renown, we attract increasing numbers of distinguished undergraduate and graduate applicants, draw faculty trained at the world's leading colleges and universities, and are poised to launch a new School of Education. We also have just concluded the most ambitious and successful fundraising initiative in our history.

At the same time, Loyola faces a considerably more complex and competitive environment than its founders could have anticipated. Shifting demographics, changing economic factors, an increasingly global community, and heightened student expectations compel us to continually reexamine the value and the promise of the educational experience we provide. These circumstances pose great challenges, but also position us to enhance and excel in new ways. It is our responsibility to consider these realities and develop a living, dynamic framework to guide our response to them.

In order to thrive in the years to come, we must become even more engaged with our students and their needs and must be aware of the demands made by increasingly complex civic and business communities. Today's Loyola, profoundly transformed from its humble beginnings in two downtown Baltimore row houses, stands on a foundation of accomplishments attained through an enduring commitment to the fundamental values upon which it was founded. This remarkable legacy of achievement serves to inspire greater goals and to set new expectations for the role that the University can play in today's world. These new objectives include the overarching goal that now sets the tone for Loyola's next period of advancement and achievement:

Loyola will be the leading comprehensive Catholic university in the nation.

The pages that follow document the defining principles that have guided us to where we are now and provide a comprehensive outline of the strategies, concepts, and initiatives that will fuel Loyola's pursuit of this goal.

In light of our understanding of the increasingly complex and competitive environment in which Loyola pursues its mission, we realize that it is more important than ever to communicate the depth and breadth of our programs accurately and completely. Loyola has been a comprehensive university with a growing array of undergraduate and graduate programs for more than 25 years. However, the official designation, Loyola College in Maryland, did not reflect this identity fully. As we prepared to enter an even more ambitious period in Loyola's history, we believed it was critical to adopt a designation that embodied the institution we are today and the goals we have set for the future: Loyola University Maryland.

Our decision to move forward with this change, which took effect September 25, 2009, was not made lightly. It followed months of in depth conversations with students, faculty members, staff, alumni, and others deeply invested in the outcome of the decision, and was supported by extensive, data-driven research on current perceptions of Loyola. This change, while significant, was not meant to signify a change in philosophy or direction, but rather a more accurate reflection of the institution we have already become.

Mission

Since its founding in 1852, Loyola has demonstrated a profound commitment to its mission as "a Jesuit, Catholic university committed to the educational and spiritual traditions of the Society of Jesus and to the ideals of liberal education and the development of the whole person. Accordingly, the University will inspire students to learn, lead and serve in a diverse and changing world." The Jesuit philosophy strives to educate men and women of competence, imbued with the desire to seek the greater glory of God in all things. At Loyola, this ideal is further underscored by our guiding belief that a Catholic university is truly Catholic only insofar as it is truly a university, committed to education that looks critically at the human condition, raises fundamental questions about meaning, and promotes a love for learning and discovery. The Catholic intellectual tradition we embrace asserts that faith and reason complement each other, and questions of faith are encouraged and examined as intellectual inquiries. This approach encourages the nourishment of a community committed to an examined life of intellectual, social, and spiritual discernment, as well as the understanding that leadership and service to the world are intimately connected.

History

Loyola has experienced a remarkable transformation from a small, male-only, local college to a diverse, dynamic, coeducational university providing undergraduate and graduate education to more than 6,000 students from across the nation and around the world. Our Jesuit, Catholic tradition has prompted the development and growth of student-centered education with undergraduate programs rooted in the liberal arts tradition as well as premier graduate programs. These graduate programs, grounded in the Jesuit, Catholic tradition, are distinguished by a focus on meaningful professional service and leadership and by an emphasis on academic achievement, excellence in teaching, and engaged, meaningful scholarship.

Loyola's expansion, development, and achievements have been particularly remarkable in the past two decades, due in large part to our most recent strategic plans. *Magis* (1996-2002) strove to make Loyola a Jesuit, Catholic university of national standing, while *Great Resolves, Great Desires* (2002-2007) aimed to provide students with the experiences, tools, and confidence needed to inspire a passion for intellectual inquiry and to produce students, and later professionals, prepared to transform the world. The successes attained through the pursuit of previous plans have carried us forward to a point where careful consideration of our potential and careful planning for our future development become essential.

Commitment to Core Values

In addition to its many other achievements, *Great Resolves, Great Desires* provided us with an important and enduring resource. As part of that planning process, focus groups representing the various constituencies of the campus community identified and articulated 10 core values that define and express Loyola's Jesuit, Catholic identity. The resulting Core Values statement, approved by the Loyola Conference during the 2001-2002 academic year, has been widely disseminated and embraced within the university as a standard for shaping programs and attitudes that are authentically grounded in our Jesuit, Catholic tradition, even as we look toward the future. Also shaping the curriculum of our undergraduate and graduate programs and providing a means for assessing student learning outcomes are our Undergraduate Educational Aims and Graduate Learning Goals, respectively. These address expectations of all Loyola graduates and include many of our Core Values.

We cannot fully achieve our potential of being the leading comprehensive Catholic university without reflecting upon and considering the role of these Core Values, which must continue to be the guiding force behind all our endeavors. Our success also relies on continued commitment to several particularly significant and noteworthy ongoing initiatives begun under previous strategic plans.

These include:

- **Supporting Jesuit, Catholic Intellectual Life Across the Entire Campus.** We will continue to seek a strong Jesuit identity and encourage personal transformative development among all members of our community. The Catholic intellectual tradition, based in the Christian West, provides a valuable entryway to education and to learning about other faiths and cultures. We will welcome opportunities to engage in open dialogues to examine and develop intellect and character. We will renew the emphasis on the exploration of questions of faith, living an examined life, and added opportunities for participation in the Ignatian Spiritual Exercises. We will consider ways to deepen our commitment to justice, infusing it more profoundly into the educational life of the university.

- **Fostering Campus-wide Education, Cultivation, and Promotion of Diversity.** We recognize that expansion of diversity in all dimensions will significantly enhance our excellence in teaching, scholarship, and service. We have begun an institution-wide comprehensive diversity assessment, consistent with the Ignatian practice of discernment, and critical in ensuring that we move forward with initiatives that respect and welcome "the inherent value and dignity of each person." We will monitor our progress to this end, understanding that there is no point at which an institution can claim to have "achieved diversity." Rather, our goals in diversity will continue to evolve as we strive to meet our strategic goals. We will ensure that students, faculty members, administrators, and staff members are attracted to Loyola by its invigorating intellectual climate, with the understanding that our intellectual life is enriched by a diversity of origins, backgrounds, experiences, thoughts, and ideas, which we explore with one another as part of personal and institutional learning.

- **Cultivating the Whole Person to Succeed in a Diverse and Changing World.** We will continue to support life-long learning that promotes wellness, discernment, and spiritual growth as well as personal and professional development for all campus constituents. We will provide opportunities for all members of the campus community to reflect upon and apply more intentionally the Jesuit ideals and other congruent values to their lives. Community members will see themselves as life-long learners and teachers who, leading by lived example, contribute to the common good within the Loyola community and beyond. We will foster a campus climate that honors and encourages intellectual inquiry, facilitates meaningful interactions among all campus constituents, creates opportunities for continued professional development, and supports a culture of excellence and innovation.

Future

Today, guided by our Core Values, Loyola is poised to continue its growth and development and emerge as the leading comprehensive Catholic university in the United States, representing the best of a distinct educational niche that balances undergraduate and graduate curricula, rather than focusing primarily on baccalaureate or on research programs, as do many U.S. institutions of

higher education. The pages that follow outline a carefully considered strategic plan that will guide us as we pursue our goal:

Loyola University Maryland will be the leading comprehensive Catholic university in the nation.

An unstated aspect of our goal is that as we become the leading comprehensive Catholic university, we will also be recognized as such. Our strategic plan contains Key Indicators of Success that we will use to monitor our progress toward meeting our goal. These measures include external metrics, with which we can compare ourselves to other leading comprehensive Catholic universities, as well as internal metrics.

We will pursue and attain this overarching goal through a group of initiatives that address Loyola's responsibility to develop programs guided by the enduring principles that have shaped Jesuit education for centuries, but still responsive to the ever-shifting needs of its students and the communities of which they are a part. This obligation is further shaped by Loyola's unique identity as a university rooted in the City of Baltimore and the State of Maryland, but embracing fully our increasingly global society. This identity is underscored by initiatives that celebrate diversity, enhance relationships with our neighbors, and highlight our Jesuit commitment to the pursuit of faith and justice.

In pursuing the plan, we will ensure that the Core Values underscore all of our endeavors and urge us to raise our expectations for students, faculty members, administrators, and staff members while committing us all to the goal we have set forth.

Section I.

EMPLOYMENT POLICIES AND PROCEDURES

I. Employment Policies and Procedures

It is the policy of the University to be fair and impartial in all of its dealings and to recognize the dignity and worth of the individual. Further, the University maintains an environment that encourages the realization of the individual employee's potential and adequate reward for the individual employee's effort, achievement, and cooperation. Every employee is given an equal opportunity to advance within the University. Candidates for employment and promotion are selected on the basis of experience, education, ability, training and other job-related factors. The human resources office is responsible for monitoring and guiding the employment process for all staff and administrator positions. Administrators, designated search officials, and employment and promotion decision-makers are responsible for compliance with University, federal and state search and recruitment guidelines. The human resources office assists managers, department chairs, and chairs of search committees with the search and hiring process. The staff and administrators of the human resources office also provide consultation to employees and supervisors/department chairs in the interpretation and application of University hiring policies, procedures, and practices. All recruiting activities for all positions should be planned and coordinated with the generalist services unit of the human resources office.

1.1 Equal Employment Opportunity

Loyola University does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, disability, marital status, sexual orientation, genetic information, or any other legally protected classification in the administration of any of its educational programs and activities or with respect to admission or employment. The designated compliance officer to ensure compliance with Title IX of the Education Amendments of 1972, as Amended, is Kathleen Parnell, Assistant Vice President for Human Resources, 5000 York Rd., Rm. 204, 410-617-2354. The coordinator to ensure compliance with Section 504 of the Rehabilitation Act of 1973, as amended, is Kathleen Parnell, Assistant Vice President for Human Resources, 5000 York Rd., Rm. 204, 410-617-2354. Loyola University is authorized under Federal Law to enroll non-immigrant, alien students.

This publication does not constitute an express or implied contract. Loyola reserves the right to amend or rescind this publication at any time.

1.2 Reasonable Job Accommodations

The University is committed to providing an inclusive workplace and meeting the requirements of the Americans with Disabilities Act, as Amended (ADAAA), and all applicable federal, state and local laws that prohibit discrimination against persons with a disability or that promote equal access and equal opportunity. A qualified individual with a disability may request reasonable accommodation by contacting the human resources office (ext. 2354). Information about an employee's disability will be kept confidential to the extent allowed by law and necessary for coordinating reasonable accommodations. Supervisors/department chairs with reasonable cause to believe an individual's failure to perform essential job duties may be related to a disability or medical condition should contact the director of human resources generalist services (ext. 1367) for consultation.

1.3 Diversity Statement

Loyola University Maryland strongly values the educational benefits of diversity, and the enhancements diversity brings to the workplace. The University is committed to creating and promoting a community which recognizes the inherent value and dignity of each person, in accord with its Ignatian values. Loyola University Maryland actively promotes an awareness and sensitivity toward differences of race, gender, ethnicity, national origin, culture, sexual

orientation, religion, age, and disabilities among students, faculty, administrators, and staff. The University recruits, hires, and promotes in accord with this policy and its Core Values.

1.4 Freedom of Speech and Expression

The University is committed to promoting speech and self-expression that fosters an open and productive exchange of ideas and opinions. The University encourages a balanced approach in all communications and the inclusion of contrary points of view. As is true with the society at large, the right of free speech and expression is subject to reasonable restrictions of time, place, and manner, and does not include unlawful activity. In all events, the use of the University forum shall not imply acceptance or endorsement by the University of the views expressed.

1.5 Requests for New Employees

Position Announcement Authorization (PAA) must be initiated through the PeopleAdmin system by the hiring manager and coordinated with the generalist services unit of the human resources office. Visa eligibility status should be determined before requesting authorization. The generalist services unit will then advertise the approved position and work with the hiring manager to help fill the position. Following the PeopleAdmin process will ensure requests for authorization of the vacant positions are routed to the appropriate department head, division vice president, or to the president for approval and signature. The generalist services unit will then advertise the approved position.

1.6 Job Listings

1.6.1 Internal Job Listings

The University posts regular full-time and part-time openings online on the human resources office Web site at ***http://careers.loyola.edu***. These position postings inform employees of openings and opportunities for advancement or transfer. Staff and administrator positions are posted until the positions are filled or until there is a sufficient candidate pool. Inquiries about posted positions are strongly encouraged from diverse and qualified internal candidates. Interested parties should contact the generalist services unit (ext. 2354) for further information and consideration. All internal inquiries are treated confidentially; however, the applicant's current supervisor may be consulted as a reference. University employees are also encouraged to refer external applicants for appropriate job openings.

1.6.2 External Job Listings

When appropriate, certain positions are advertised in newspapers, professional journals, and/or online recruiting sources. All advertisements and postings should include a reference to the University Diversity Statement (see Section 1.3). Text for advertisements to fill vacant staff and administrator positions must be recorded electronically in the PeopleAdmin system, which is submitted through the authorizing designees of the generalist services unit for final approval and activation. The advertisements are then submitted by the generalist services unit to the agreed upon recruitment sources to ensure consistency and diversity of the qualified applicant pool. All costs for specialized advertising are the responsibility of the human resources office, which reserves the right to determine frequency of placement of advertisements based on available resources.

1.6.3 Internet Web sites and Blogs

Postings made on internet Web sites, blogs, and electronic networks must conform to the same standards described above for print and PeopleAdmin postings. A member of the generalist services unit must pre-approve the posting and be given access to monitor and

document the activity.

1.7 Recruitment of Personnel

The generalist services unit of the human resources office assists hiring managers and chairpersons of search committees with the search and hiring process, and provides consultation to employees and managers in the interpretation and application of University, federal and state hiring policies, procedures, and regulations.

In order to hire for a vacant position, a Position Announcement Authorization (PAA) must be initiated through the PeopleAdmin system (please see Section 1.5). The hiring manager will need to know if the position might require visa sponsorship, what the person's projected start date might be, and where the hiring manager would like the position advertised.

During this process, the human resources generalist will work closely with the hiring manager on PeopleAdmin training, building a recruitment plan, ad creation and placement, how best to effectively screen candidates, and managing the mandatory background screening. The generalist services unit may also assist with interviewing candidates as needed.

Please know all candidates must apply online for positions in which they are interested and for which they are being considered. Internal or external candidates who do not meet minimum qualifications will not be given an interview. All offers of employment are contingent on a successful background screening. Loyola University Maryland is dedicated to pursuing a diverse and highly qualified candidate pool. Failure to follow proper employment procedures may require the search to be conducted again.

In times of economic hardship, hiring managers in need of personnel may need to present their division vice president with an updated position description and completed criteria form, explaining why this position is needed and how the position potentially impacts areas such as revenue, safety and accreditation. The division vice president will bring that information before the President's Cabinet, where the position will be discussed and a decision will be made regarding filling the position and when recruitment should begin. If the position is approved, the hiring manager will work with the generalist services unit to fill the vacancy using the steps described above.

Please contact the generalist services unit (ext. 2354) for assistance with recruiting personnel.

1.8 Screening of Applications and Hiring

Applications for staff and administrator openings are screened by the hiring department first. Upon the hiring manager's request, the human resources office or search committee determines which applicants meet the stated minimum qualifications for the position. Following the initial screening of applications, the qualified candidates will enter the selection process, which may include telephone interviews, committee screenings, and/or other selection processes based on bona fide occupational qualifications. The applicants who are the most qualified and whose salary expectations are met by the offered compensation are contacted for an interview with the appropriate department chair, administrator(s), supervisor(s) and/or constituents. The hiring manager and others who may be involved evaluate all interviewed applicants based on position description criteria and select the best qualified individual to fill the vacant position. The hiring department completes the employment recommendation section of the PeopleAdmin process for the selected candidate and routes it to the appropriate department head, division vice president, or to the president to obtain approval and signature. As of August 1, 2007 background screens will be conducted for all candidates prior to an offer being extended.

1.9 Filling Vacancies without a Job Search

Hiring managers may request a waiver of the standard job search process. Before taking any action to initiate a job search waiver, the hiring manager and the director of human resources generalist services evaluate the internal mobility and equal opportunity implications of the waiver action. A waiver of a job search is considered if (1) the preferred candidate meets the qualifications specified in the job description and (2) at least one of the following criteria apply:

- Internal selection: A regular full-time or part-time employee of the department is deemed qualified to fill the vacancy. "Department" is defined as a group of employees with the same immediate supervisor/department chair. The decision to support an internal-only selection would be based on an assessment that diversity initiatives would not be compromised by doing so.
- Return to work: An employee pending layoff, on layoff, or an employee returning from disability leave is qualified to fill the vacancy.
- Current/previous search: The nominated candidate is part of a current or previous applicant pool (within the past 60 days) resulting from a regular position with the same job title, minimum requirements, and pay grade.
- Special appointment: Any current employee or external applicant may be appointed to an open position if authorized by the president.

To initiate a waiver, the hiring manager must discuss the rationale for the request with the director of generalist services. The division vice president and the president must approve of the request. After a decision is made, the requesting hiring manager will be notified.

1.10 Employment Application

All staff and administrator applicants are required to complete an online application, which may require the candidate to upload documents such as a résumé, cover letter, and/or references. Selection plans may also require additional documents (e.g. an essay). Position openings and online applications can be accessed at ***http://careers.loyola.edu***. Employment applications and documents such as résumés, cover letters and references are important because they can be used to verify employment history including past salary levels, provide authorization to check references, and obtain information on the candidate that may not have been covered during the interview.

Failure to submit the required documents for any position openings or failure to complete the background screening authorization, which is required for all position openings, may result in an applicant being withdrawn from consideration.

1.11 Reference Checks and Background Screens

Hiring the most qualified individuals contributes to the overall strategic success of Loyola University Maryland. Reference checks and background screens serve as an important part of the Loyola selection process. It is the policy of Loyola University Maryland to conduct reference checks and background screens on every candidate the University is considering for a final offer, regardless of the position for which they are applying. This process is conducted to verify the accuracy of the information provided by the applicant and to evaluate the applicant's suitability for the position.

1.11.1 Reference Checks

Because the best predictor of future performance is past performance, reference checks are essential for hiring managers. Past supervisors/department chairs, coworkers, and even clients and customers can provide useful references, because those individuals can

attest to the candidate's work performance.

It is important to inform the candidate before contacting their references. This will provide the opportunity for the candidate to alert those who will speak on their behalf.

It is appropriate to honor a candidate's request to wait to contact the current employer until an offer is made. However, the hiring manager should clearly explain to the candidate that the offer of employment is contingent upon a positive reference, verifying employment, from the current employer.

Information that should be gathered during the reference checking process includes: the position held, dates of employment, salary history, reason for separation, duties and responsibilities, work performance, attendance, attitude, strengths/weaknesses, overall assessment of the candidate, and the candidate's eligibility for rehire.

1.11.2 Background Screens

As of August 1, 2007, Loyola University Maryland conducts various background screens on initial hires, rehired employees, and internal transfers/promotions whether part-time, full-time, regular, contractual, or temporary. Internal transfers/promotions that remain in the same pay grade or do not have a change in the type of required background screen are not subject to a background screen. Current employees as of the effective date of this policy are not subject to background screens unless they move (at their own initiative or the University's) into a different position within the University. Current employees who are registered with the transportation and parking office to operate University-owned vehicles will have a driving record check conducted every three years by the University’s motor vehicle insurer to verify insurability.

All offers of employment (including applicable internal transfers and promotions) are contingent upon complete and satisfactory findings of all applicable background screens. Background screens may include: social security number search, previous employers, sex offender registry, credit report, criminal records search, verification of academic credentials, driver’s license and driving record check, verification of occupational and professional licenses, drug/alcohol check, physical, and healthcare sanctions check. The human resources office coordinates the collection of all background screen information with a third party vendor.

In most cases, the results of all applicable background screens should be received and evaluated before the individual begins to work. In urgent situations requiring a rapid employment action and with the approval of the human resources office or the dean, an individual may begin to work pending successful completion of the background screen, provided that professional references have been checked.

If the background screen is returned with questionable results, human resources, in consultation with the hiring manager and division vice president will determine whether the individual is suited for employment in the position for which he/she applied. If unsatisfactory results are reported, human resources is responsible for interacting with the applicant in these cases, and ensuring that the University is in compliance with the Fair Credit Reporting Act. The Act requires the University to disclose to the employee or applicant that it intends to obtain a consumer report from a third party agency for employment purposes; obtain written authorization from the employee or applicant to

obtain such a report; and, if an adverse action is taken as a result of information contained in a consumer report, provide the applicant with both a copy of the report and a written description of the employee or applicant's rights under the FCRA.

For a more complete description of the background screen policy and the step-by-step process please go to:
http://loyola.edu/HR/Employment/Background%20Check%20Policy.

1.12 Falsifying the Application and the Reporting of Convictions

False application responses, false documentation, or failure to disclose felony criminal convictions are grounds for termination of employment or disqualification from employment. Applicants for employment, or individuals who have begun employment, who are convicted of a criminal violation after they have applied should contact the human resources office within five days of the conviction. Failure to report a conviction is grounds for discipline up to and including termination of employment or non-selection of an applicant. Supervisors/department chairs should notify the director of human resources generalist services (ext. 1367) immediately upon being informed of an employee conviction.

1.13 Providing References for Others

Loyola University Maryland and/or members of the Loyola community are frequently asked by other hiring organizations for reference information pertaining to past and current employees. It is the University's policy to respond to such requests when it has been authorized or requested by the employee in writing. This documentation should be sent to the human resources office to be filed in the employee's personnel file. It is also the University's policy to respond to reference requests with only factual documented information (e.g. dates of employment, positions held, salary, performance ratings and comments, commendations, etc). The employee's personnel file is available for review by the reference respondents if the reference check has been authorized or requested by the employee.

Reference respondents may be asked by the hiring party to make judgments about the employee's character or performance. If the reference respondent chooses to offer such judgments, they do so as individuals, not as representatives of the University. The respondent must make this clear to the party to whom the reference is given.

1.14 Selection

The University is committed to diversity and to filling all vacancies with the most qualified persons available. To be considered for a position, an applicant must first meet the minimum education and experience requirements (or equivalent) established for that position. Once these qualifications are satisfied, the academic or administrative unit with the vacancy will consider other job related factors including but not limited to: the applicant's work history, customer service orientation, initiative, teamwork, general appraisal of previous work performance, reference checks and background screen results.

1.14.1 Interview Expenses

If travel expenses are greater than the cost of local travel, candidates who are interviewed may be reimbursed for their travel to and from the interview and for any necessary related expenses (e.g. hotel, meals, airfare, taxi, parking, and/or mileage). Reimbursement for travel expenses should be planned and approved by the hiring department prior to the interview. For a more complete description of the travel policy and to obtain a Travel Reimbursement Form please go to ***www.loyola.edu/disbursements/Travel.html.***

1.14.2 Offer of Employment

The hiring manager, department chair, or administrative supervisor of the vacant position shall consult with the compensation unit of the human resources office to set a competitive and equitable starting salary within their allotted budget. Prior to an offer of employment, the hiring manager completes the electronic employment recommendation section in the PeopleAdmin system. Their recommendation will be electronically routed to the appropriate department head, division vice president, and/or to the president for approval and signature. Upon receiving electronic notification of these approvals, the hiring manager, department chair, or administrative supervisor of the position will make a verbal offer that will include an agreed upon salary and start date. In emergency situations, offers of employment may be extended contingent upon a favorable background screen being received. When a contingent offer of employment is extended it should be stated in the offer letter.

1.14.3 Appointment

Once the selected candidate accepts the verbal offer of employment, the human resources generalist will confirm the appointment in an offer letter specifying the employee's title and compensation. The new employee will report to the designated office on the date and time stated in the offer letter. The job description and University policies establish the terms and conditions of employment. The employee may not begin to work until the human resources office has the new employee's social security number. Additionally, the employee's tax forms must be received in the human resources office on or before the first day of employment (see Section 1.17).

1.14.4 Acting Appointments

From time to time, as a result of a vacancy in an authorized position, the president or his designee appoints an individual to that position on an "acting" basis. Persons serving in an "acting" capacity for temporary appointments are compensated with an additional stipend equal to the difference between their current salary (or hourly rate if non-exempt) and the minimum of the "acting" position or 5 percent of their current salary, whichever is greater. Individuals holding acting appointments return to their original position and salary without a stipend at the conclusion of their acting appointment, unless otherwise specified or unless terminated pursuant to the provisions of this manual. Acting capacity pay greater than 5 percent must be approved by the division vice president.

1.15 Use of Temporary Agencies and Search Firms

The use of temporary agencies, contracts to hire, and search firms should be coordinated with the director of human resources generalist services to ensure that the contracts include our standard language and to verify that the University is paying a fair market rate.

1.15.1 Temporary Agencies

When a substitute or additional staff or administrative help is needed and the employment of students is impractical or inappropriate, supervisors/department chairs may request assistance through the human resources office to contact an agency outside the University for assistance. No specific budget exists for these needs, and so the arrangement can only be made if funds exist through a vacant salary line of the requesting department or a budget transfer from an operating account is transacted. Temporary agency personnel are not employees of the University and are not eligible for compensation or benefits through the University.

1.15.2 Search Firms

Search firms should only be used:

- for executive positions;
- when a search has failed; or
- when a particular position has a history or a reasonable expectation of being difficult to fill.

Funding for the use of search firms should be identified before hiring the firm and the terms of the contract should be reviewed with the human resources office.

1.16 Direct Employment of Temporary and Contract Employees

In some circumstances, a department needs to increase staffing for a limited period of time. Hiring a contractual or temporary employee may be an appropriate solution to this situation.

Temporary personnel are regarded as at-will employees, are supervised by a regular University employee at all times, and are only eligible to receive statutory benefits such as unemployment insurance, Workers' Compensation and social security. The department head notifies the generalist services unit of the need and the location of the funding source for compensating the individual. Candidates are informed by the supervisor/department chair that, if hired, their status will be "temporary," that is, they may not work more than 950 hours in any 12-month period and they are not eligible for University benefits.

Contractual personnel sign a short-term employment contract that requires them to provide the tools, equipment, and other materials required to perform the job. Examples of contractual positions include but are not limited to: white water or hiking guides, nurses, and climbing instructors. Contracts should be vetted by outside legal counsel and on file in the human resources office.

1.17 Required Federal and State Forms

Federal and state laws require employees to complete several forms when hired. These forms include the Maryland State tax form (MW 507) and the federal tax form (W-4). All new employees are also subject to the requirements of the Immigration Reform and Control Act of 1986. IRCA stipulates only American citizens, permanent resident aliens, and aliens who are authorized to work in the United States may be hired. Every new employee must provide evidence of identity and work eligibility required on the Form I-9. Completing the Form I-9 is a condition of employment. Internal Revenue Service regulations prohibit newly hired employees from starting work if they do not have a social security number. The employee may not begin to work until the human resources office has the new employee's social security number. Additionally, the I-9 documentation, Maryland State tax form (MW 507), and the federal tax form (W-4) must be received in the HRIS unit of the human resources office on or before the first day of employment. If the required forms are not received by the third day of employment, the employee shall be required to stop work until the forms are provided. Should an individual's status change with regard to the information reported on the forms, the individual must complete another form and send it to the human resources office. All forms are available on the human resources Web site at ***www.loyola.edu/hr/forms***.

1.18 Confidentiality Agreement

All University employees, including but not limited to, faculty, staff, administrators, student workers, temporary employees, and contractors are required to sign Loyola's Confidentiality

Agreement upon hire. No form of Loyola access (e.g. computer, ID cards, etc.) will be given to the new employee until the agreement is completed. The agreement should be forwarded to the human resources office for inclusion in the employee's personnel file. The Confidentiality Agreement is available on the human resources Web site at ***www.loyola.edu/HR/Forms/Employment/ConfidentialityAgreement.pdf.***

1.19 University Identification Cards and Parking Passes

New employees must obtain a University Identification Card, and may obtain a parking pass. The identification card is used for accessing buildings, discounted or free admission to events or facilities, borrowing materials from the library and for identification after hours or in an emergency. There is a fee for parking passes. Identification cards and parking passes may be obtained from the office of student administrative services. Upon separation from employment for any reason, employees are required to return their parking pass and identification card. Additional information and parking fees can be found on the student administrative services Web site at ***www.loyola.edu/sas***.

1.20 Keys and Access Cards

Employees may be issued University keys and/or access cards in the course of their employment. It is the employee's responsibility to safeguard the keys and access cards issued to them. The duplication of keys and/or access cards is prohibited. If a job requires an employee to have keys and/or access cards, he/she will be asked to sign for them by the key control manager or department head. If an employee transfers to another department or separates from the University, he/she will be required to return the keys and/or access cards. Employees may be charged the cost of replacing lost keys or access cards. Failure to safeguard the use of these keys or cards may result in disciplinary action, up to and including termination. Keys may be requested by e-mailing your request to ***keys@loyola.edu*** or by calling ext. 2239.

1.21 Uniforms and Dress

A uniform for an employee may be provided by the University to identify persons to the general public or guests of the University or to prevent injury to an employee while performing a hazardous job. Each employee provided a uniform shall take the necessary steps to protect it from excessive damage and wear. Uniforms issued by the University are to be worn only during working hours. When a uniform is provided, it must be worn by the employee. Employees who are required to wear uniforms should consult with their supervisor/department chair regarding their dress requirements. All University employees represent the University and therefore have a personal responsibility for presenting an appropriate appearance. Good grooming, personal cleanliness, and appropriate dress are essential at all times.

1.22 Relocation Reimbursement

Some new employees may be reimbursed for relocation expenses up to a specified maximum amount. The terms must be discussed prior to hire and agreed to in writing as a condition of hire. The payment of moving expenses is authorized under this policy only when the distance between the new place of work and the former residence is greater than fifty (50) miles one way. Receipts must be submitted to the payroll office and be accompanied by the Employee Certification Moving Expense Reimbursement Form and the Supervisor Certification of Employee Moving Expense Reimbursement Form. These reimbursements are payroll items and can only be processed after the employee is on Loyola's payroll. Reimbursement requests, within the specified amount, may be submitted for the following expenses only:

- Transporting household furnishings, clothing, etc., from the previous residence to the Baltimore area.
- Transportation may include up to two trips to the Baltimore area to locate housing, for a total of up to six days. This includes travel costs, lodging, and meals. Costs incurred using your personal vehicle will be reimbursed based on either the submission of valid gas purchase and toll receipts or the current IRS determined mileage rate for moving expenses. You can submit only those expenses that are reasonable for the circumstances of your move.

It is the employee's responsibility to identify and manage tax implications. For information on what expenses are taxable and non-taxable, please go to ***www.irs.gov/pub/irs-pdf//p521.pdf.*** Reimbursement forms may found on the payroll website under forms at ***http://loyola.edu/financialservices/payroll/index.html.*** Contact the payroll office (ext. 1349 or ext. 2622) for additional information.

1.23 Orientation

1.23.1 Human Resources Orientation

New employees are required to attend an orientation on, or immediately following, their first day of employment. The orientation is conducted by the human resources office and is held every Monday. During this orientation, employees receive information regarding University policies, compensation, benefits, Loyola's performance management process, and other general information about employment at the University. Employees should use the human resources orientation as an opportunity to learn about applicable employment policies and benefits before enrolling. Employees must complete all employment forms to participate in University benefit plans. Employees who fail to complete benefit enrollment forms within 30 days after their start date must wait until the next annual open enrollment period to register for benefits. Open enrollment periods occur only once a year.

1.23.2 Loyola University Maryland New Employee Orientation

New employees are expected to attend the Loyola University Maryland New Employee Orientation sponsored by the human resources office. Loyola University Maryland orientations are scheduled quarterly or as needed throughout the year. The purpose of this orientation is to familiarize new employees with the University's history, mission, vision, values, strategic plan, campus layout, services, and to meet the University president and other key employees.

1.23.3 Office Orientation

Supervisors/department chairs are expected to provide their new employees with a specific orientation about their departmental policies and procedures and the employee's new position.

1.24 Introductory Provisional Period

All new employees are subject to a provisional employment period starting from the date of hire or change of position. A provisional period is a mutual evaluation time for the person in the position and the supervisor/department chair of the person's performance in the position. Employment may be terminated by either party at any time during this initial period without prior notice. Termination of administrative employees requires approval of the appropriate vice president. Leave time is accrued from the date of hire. Employees in their provisional period are

eligible for bereavement leave, paid holidays, including a floating holiday if hired before August 1, and paid leave for University closings. Employees who are terminated during their provisional period will not receive a payout of their unused vacation leave.

1.24.1 Staff Employees

The provisional period for staff employees is 90 calendar days. A designee from the human resources generalist services unit will notify the supervisor/department chair before the provisional period expires to evaluate the employee's general productivity, dependability, cooperation, job knowledge and initiative. This evaluation determines whether or not the employee should be given regular status, be given an extended provisional period up to 30 calendar days, or be terminated. Staff employees may begin to use their paid leaves upon successful completion of their provisional period. Staff employees hired after February 1 may lose their personal leave if it is not taken by the end of the last full pay period in June. To alleviate this situation, those employees may use their personal leave during their provisional period. All leave requests must be approved by the supervisor/department chair.

1.24.2 Administrative Employees

The provisional period for administrators is 180 calendar days. A designee from the human resources generalist services unit will notify the supervisor/department chair before the provisional period expires to evaluate the employee's general productivity, dependability, cooperation, job knowledge and initiative. This evaluation determines whether or not the employee should be given regular status, be given an extended provisional period of up to 180 calendar days, or be terminated. Administrative employees may begin using paid sick leave after 90 days, and other paid leave upon successful completion of their provisional period.

1.25 Promotions

A promotion is defined as reclassifying a position and/or moving a person from a lower pay category to a higher pay category. This can occur as a result of a significant change in the nature and extent of job duties, resulting in a reclassification of a position and the incumbent in the position; or, it can result from an employee applying for and being selected to fill an available vacancy in a higher pay category. Promotions may also be initiated by the University or the supervisor/department chair in the same way as a transfer to meet changing resource needs. Promotions are arranged through the human resources office and may result in an increase in compensation if funding is available. If funding is available, pay will be increased by 5 percent or to the minimum of the new range, whichever is greater. All promotions are subject to a 90 calendar day provisional period for staff and 180 calendar day provisional period for administrators. During the provisional period, employees may take paid leave at the discretion of the supervisor/department chair. Promotions and the resulting pay increases should be coordinated with the human resources office.

1.26 Transfers

A transfer of an employee may occur when the employee is laterally reassigned from one position to another within the same pay category and scope of duties. Similarly, a transfer may occur when a position is reassigned from one department or office to another, with the incumbent remaining in the position. Transfers may occur at the request of the employee in response to a job posting. Transfers may occur at the request of the University or the individual's supervisor/department chair to reallocate resources to meet changing needs or priorities; in this situation positions need not be posted prior to the transfer. Transfers can occur to accommodate employees under the Family Medical Leave Act (FMLA) or the Americans with Disabilities Act (ADA) if the

employee provides the required forms and medical documentation and meets the requirements of the position with reasonable accommodation; in this situation positions need not be posted prior to the transfer. A minimum of 10 days notice should be provided when possible for regular work shift changes. All transfers are subject to a 90 calendar day provisional period for staff and 180 calendar day provisional period for administrators. During the provisional period, employees may take paid leave at the discretion of the supervisor/department chair. Transfers are coordinated through the human resources office and may affect a person's rate of pay.

1.27 Demotion

A demotion is defined as the move of a position or a person from a higher pay category to a lower pay category. Demotions can be the result of disciplinary action, a request by the employee, reorganization or restructure. All demotions are subject to a 90 calendar day provisional period for staff and a 180 calendar day provisional period for administrators. During the provisional period, employees may take paid leave at the discretion of the supervisor/department chair. Demotions are arranged in concert with the human resources office and may result in a change in pay rate (see Section 3.14).

1.28 Discipline

Certain standards of performance and conduct are essential in any work setting. These standards are recognized and observed by all working persons without any need for supervisory intervention. In some cases, however, oral or written reminders by the appropriate supervisor/department chair may be necessary. Where such measures are not effective in resolving the problem, or it is otherwise warranted, more formal action, to include probation, suspension or dismissal, may be indicated. The University reserves the right to summarily dismiss an employee when, in the judgment of the supervisor/department chair and in consultation with the director of human resources generalist services, such action is warranted. Supervisors/department chairs should consult with the director of human resources generalist services (ext. 1367) prior to taking disciplinary action.

1.29 Suspension

An employee may be suspended immediately if, in the sole discretion of the University, the employee's continued presence on campus would be detrimental to the employee, other persons, or to the University. Such suspension will continue until the employee is reinstated by the department head, with the approval of the division vice president and human resources, or until the effective date of termination. The University further reserves the right to suspend an employee for one or more days as a disciplinary action with or without pay.

1.30 Tenure

Award of faculty tenure is governed by the University's Rank and Tenure Policy Statement (RTPS). A faculty member with tenure who assumes a full-time administrative position retains his/her tenure and is classified as a tenured faculty member serving as an administrator under the RTPS. The only administrators who hold tenure are those who were awarded it in the course of faculty service at the University or who were hired with tenure. Faculty tenure status is not an assurance of administrative employment. Academic administrators share the same rights and responsibilities as other administrators.

1.31 Unemployment Insurance

Each employee of the University is protected by the unemployment insurance laws of the State of

Maryland. Income protection is provided as determined by the State's Department of Labor, Licensing, and Regulation. By statute, employees of educational institutions who have reasonable assurance of re-employment in the next term or semester are not eligible to collect benefits during breaks between terms or semesters.

1.32 Unemployment Compensation

Employees whose employment ends may be eligible for unemployment compensation as long as they are available for and actively seeking employment and meet other state requirements. To apply for unemployment compensation benefits, an individual may personally visit, telephone, or apply online to the State of Maryland's Department of Labor, Licensing, and Regulation where it will be determined whether or not he/she qualifies for benefits. In cases where the employee was terminated for cause, the University may appeal the state's decision to award unemployment compensation.

1.33 Employment of Minors

The employment of minors under age 16 is prohibited by the University. Minors between the ages of 16-18 who furnish the human resources office a completed work permit issued by the State of Maryland may be hired. Because minors are restricted from performing certain types of work, the terms and conditions of employment must be approved by the human resources office. Special contractual arrangements may be made with The Cristo Rey School and other similar organizations for interns under the age of 16 to work in specific positions for limited periods and purposes.

1.34 Employment of Relatives

The University will not employ two or more members of the same family in such a way that one directly supervises or evaluates the performance of the other member(s) of the family. Immediate family includes: spouse, parent, in-laws, sibling, child, step relatives, and foster child.

1.35 Additional Internal or External Employment

The University expects full-time personnel to regard the University as their primary employer, and that any outside employment will not conflict with their responsibilities to the University. University employees may not engage in any outside employment that will adversely affect the University; nor may University employees use University resources for personal or non-University business. Any employee who holds a full-time position at the University may not hold a full-time position outside of the University. Employees must notify their immediate supervisor/department chair and the director of human resources generalist services of any outside employment activities. If other employment has a detrimental effect on job performance at the University, the employee will be asked to resign from the other position or will be terminated from employment with the University.

1.36 Employee Personnel Files

The human resources office maintains the official personnel files which contain all material relevant to employment, and are the sole official repository of such materials. Employee records are University property. Employees, supervisors/department chairs, or hiring managers wishing to review the contents of their/a personnel file may do so by contacting the assistant vice president for human resources (ext. 2354) and scheduling an appointment. Items not related to performance may not be reviewed by supervisors/department chairs, and will be removed before their review. The authorized human resources office designee will accompany the employee during the file review and may or may not approve any requests to make copies of any documents contained within the personnel file. The human resources office staff follows a records retention/destruction schedule for employee personnel files. Medical, H-1B, and employee relations investigation files

are stored separately from other files in compliance with HIPAA regulations.

1.37 Name/Address Changes

Each employee is responsible for promptly informing their immediate supervisor/department chair and the human resources office of any status change(s) including citizenship, name, address and telephone number. For name changes, the employee must also file a name change with the Social Security Administration and receive a new card. The new original social security card is to be presented to the human resources office for verification. The human resources office will then update the employee's file and human resources record. Employees are also responsible for promptly notifying the human resources office of any change to their emergency contact information.

Section II.

SEPARATION

II. Separation

2.1 Employee Initiated Separation

2.1.1 Job Abandonment

When an employee fails to report to work as scheduled for three consecutive workdays without notifying his/her immediate supervisor/department chair, the employee is deemed to have abandoned their job. If the employee provides the supervisor/department chair with medical documentation for the period, the absence may not be considered job abandonment. The University considers abandonment as a resignation and the employee is terminated. An employee may be reinstated if it is determined that notification was not possible for reasons beyond the employee's control. The director of human resources generalist services will be advised of such a recommendation.

2.1.2 Resignation

Resignation is a voluntary separation of employment initiated by the employee. A resignation must be submitted in writing to the supervisor/department chair, with a copy to the director of human resources generalist services. The resignation notification should include the effective date and the reason for the resignation. The supervisor/department chair of the resigning employee is responsible for notifying the director of human resources generalist services as soon as the effective date of resignation is known. Employees are expected to provide a minimum notice of ten working days. More advanced notice may be appropriate for senior level positions. Failure to give proper notice will be cited in references. Employees may not end employment on a Loyola paid holiday unless it is part of their regular work schedule. Accrued vacation leave may not be used during employee's last two weeks of employment. The University may, at its discretion, terminate the employee when a resignation is received, and pay the employee for the time remaining to the employee's resignation effective date.

2.1.3 Retirement

The University provides a generous 403b retirement plan to eligible employees. The Social Security Administration identifies age 65 as qualifying for full social security benefits. However, employees may choose to work beyond 65. Individuals may also make application to the Social Security Administration for early retirement benefits. For termination code purposes, normal retirement is defined as when an employee with 5 or more years of service and age 55 or older terminates their employment with the University for the expressed purpose of retiring. Upon request, retirees in good standing with the University may continue to hold an e-mail account for up to two years after their retirement date. The e-mail address may be changed or discontinued at the discretion of the University. Retirees in good standing with the University will retain Library and course enrollment privileges, and are eligible to maintain their Fitness and Aquatic Center (FAC) membership at the employee rate.

2.2 University Initiated Separation

An involuntary termination of employment is considered a University initiated separation. Termination of an employee by the University may result from:

- dismissal for cause;
- layoff or termination because of a reduction in the workforce;
- lack of work;

- involuntary but not for cause; or
- elimination of positions.

Terminations are to be treated in a confidential, professional manner by all concerned. Employees dismissed for cause are not eligible for severance or advanced notification. Employees terminated during their provisional period will not receive a payout of their unused vacation leave. Advanced written notification for layoff, reduction in force or elimination of positions will be based on regular, full-time length of service and will be communicated to the employee according to the following schedule:

Professional/Administrative

Position Abolishment or Termination Other Than for Cause	
Length of Service	*Minimum Notice*
Less than 3 years	2 months
Completed 3 or more years	4 months

Reduction in Force	
Length of Service	*Minimum Notice*
More than 6 months	15 working days

Severance under a Reduction in Force	
Length of Service	*Minimum Severance*
Less than 3 years	2 months
Completed 3 or more years	4 months

Support Staff/Facilities/Public Safety/Transportation

Position Abolishment or Termination Other Than for Cause	
Length of Service	*Minimum Notice*
Less than 3 years but more than 90 days	10 working days
More than 3 years	20 working days

Reduction in Force	
Length of Service	*Minimum Notice*
Less than 3 years but more than 90 days	10 working days
More than 3 years	20 working days

Severance under Reduction in Force	
Length of Service	*Minimum Severance*
Less than 3 years but more than 90 days	10 working days
More than 3 years	1 week of pay for each year of service

In lieu of notice, an employee may be given an amount of severance pay equivalent to salary for the applicable notice period.

In the event of summary dismissal of a staff or administrative employee (see Section 2.2.2), notice is not required and severance will not be paid. In addition, the minimum notice policy does not apply to sponsored program positions funded by outside sources.

2.2.1 Reduction in Force

Reduction in force is the termination or consolidation of positions because of a lack of funds, lack of work, reorganization, or process engineering. Situations in which a person is terminated but their position remains is not a reduction in force. Reduction in force is directed by the president upon recommendation by the appropriate vice president. Factors to be considered in determining who will be affected include job performance, length of service and qualifications for the positions which remain after the reduction in force.

2.2.2 Termination for Cause

Termination for cause by the University is generally the result of an employee's inability to attain the required level of performance on the job, failure to comply with required policies and procedures, failure to meet standards of professional behavior applicable to employment, or repeated failure to perform required duties. In the event of termination for cause, supervisors/department chairs should consult with the director of human resources generalist services (ext. 1367) prior to any termination actions. Cause for dismissal includes but is not limited to:

- insubordination;
- inability, failure, or refusal of the employee to maintain satisfactory performance of the responsibilities of his/her position;
- conduct which, in the judgment of his/her supervisor/department chair, directly and substantially impairs the effectiveness of the employee in the performance of his/her responsibilities;
- conduct which, in the judgment of the employee's supervisor/department chair, directly and substantially impairs the effectiveness of University operations;
- conduct which, in the judgment of the employee's supervisor/department chair, is harmful to persons or property or destroys goodwill or otherwise causes jeopardy or serious harm to the University.

It is impossible to list every single action which might cause harm to the University, its students or fellow employees. Following is a list of some, but not all, of the acts which will result in disciplinary action up to and including termination:

- Any act of dishonesty. This includes the theft of any University, student or employee property.
- Committing or attempting to commit deliberate damage to either University property or its facilities, or the unauthorized use of University facilities, tools or equipment.
- Disorderly conduct such as striking anyone, use of abusive language or cursing.
- Possessing, using, buying or selling alcohol or illegal drugs, or being under the influence of alcohol or illegal drugs while at work.
- Punching the time clock for another employee or allowing someone else to punch the time clock, falsifying time reports or making unauthorized changes on a time report.
- Excessive absences or tardiness.
- Removing, sending or furnishing to unauthorized persons University records or information.
- Breaches in security procedures and/or refusal to cooperate in a University investigation.
- Abandonment of job or failure to report to work without notifying one's

immediate supervisor/department chair.

- Violating the University's anti-discrimination and harassment policy.
- Violating the University's technology use policies.
- Direct violation of University policies and procedures.
- Obtaining employment on the basis of false or misleading information or falsifying of job applications.
- Allowing unauthorized person(s) access to University facilities.
- Possessing firearms of any type while on University property or while on University business unless authorized as party of one's work (i.e., Baltimore City Police Officer working on campus).
- Insubordination – the refusal to perform all job requirements on services as outlined by the University.
- Sleeping or dozing on the job.
- Falsification of any University records, reports, internal applications or documents.
- Knowingly violating any University, OSHA, or state regulation, guideline or rule governing workplace safety.
- Violating the University workplace violence policy.

Supervisors/department chairs shall consult with the director of human resources generalist services (ext. 1367) prior to any termination for cause.

2.3 Rehire

Employees terminated for cause are not eligible for rehire. An eligible former employee who is rehired within six months of their termination date will be given credit for prior years of service for vacation eligibility, service milestone recognition, retirement eligibility, and other pertinent benefits. If six or more months have elapsed between separation and rehire, the rehired employee shall be treated as a new employee.

2.4 Separation Checklist

Upon voluntary or involuntary separation from employment, the terminated employee must return to the supervisor/department chair any property of the University. This includes but is not limited to:

- all tools, equipment, lap-tops, cell phones, and hand held devices;
- keys to desks, rooms and buildings;
- access cards;
- uniforms;
- parking cards and tags;
- University ID cards;
- credit cards;
- procurement cards; and
- any other University property in possession of the employee.

Failure to return University property may be revealed in future employment references. An exit interview may be held with a designee from the human resources generalist services unit.

Section III.

COMPENSATION AND SALARY ADMINISTRATION

III. Compensation and Salary Administration

The University values its employees and provides a competitive total compensation package, which includes direct pay and fringe benefits. To reflect the high quality of education and services, the University reviews the positions to be sure they are paid equitably for their responsibilities within the University and above the market median. As a continuing commitment to a comprehensive total compensation program, the University has a salary administration program for staff and administrators that ensures:

- Internal equity – Consistent position range assignments across all divisions and locations of the University.
- External competitiveness – Consistent pay opportunities throughout the University based on competitive market analysis.
- Flexibility – Pay ranges based on individual performance, broad ranges and higher pay range maximums allowing greater pay growth without promotion.

Supervisors/department chairs are responsible for managing employees pay appropriately and consistently with the University's salary administration plan. The director of compensation should be consulted to ensure salary guidelines are followed.

3.1 Roles and Responsibilities

Everyone has a role to play in maintaining the compensation program and ensuring that all parts of the program are managed appropriately to make the entirety of the program easily understood and fair, firm, and consistent.

3.1.1 Role of the Human Resources Office

The human resources office serves as a resource to the University's supervisors/ department chairs and employees. Specifically, the human resources office:

- complies with FLSA and other federal and state regulations;
- communicates programs and guidelines to help supervisors/department chairs to understand all aspects of the compensation program;
- provides (internal and external) information, data and advice on pay levels; policies and practices;
- provides expert guidance, perspective and support to enable supervisors/department chairs to make appropriate pay decisions;
- reviews compensation decisions to identify and address any significant variations in practices both within and among work units; and
- provides research and advice to the president and governing bodies of the University.

Human resources role is to work with supervisors/department chairs to help them make appropriate pay decisions, consistent with the University's salary administration plan. Human resources keeps senior administrators aware of compensation practices across the University and in the market place to ensure equitable treatment.

3.1.2 Role of the Supervisor/Department Chair

Supervisors/department chairs also have critical responsibilities for managing the compensation program. Supervisors/department chairs:

- establish and maintain equitable pay practices within their areas of responsibility;
- recommend hiring rates and advancement increases;
- distribute merit pay increases, consistent with the University's compensation philosophy, market pay for the position, and budget;
- ensure that their employees understand the compensation program and changes,
- provide open, honest and timely feedback to their employees on performance and compensation issues;
- answer questions about performance and pay as it impacts employees' positions, their careers, and the University's strategic success, with facts;
- work with their employees to keep position descriptions current; and
- call upon the human resources office as a resource to ensure appropriateness of decisions and consistency with broad pay guidelines.

3.1.3 Role of the Employee

While supervisors/department chairs are responsible for making pay decisions and actively managing the compensation program, employees also have important responsibilities with regard to compensation:

- read and learn about the compensation program by using the tools and resources the University makes available;
- discuss questions or concerns with your supervisor/department chairs or the human resources office; and
- work with your supervisor/department chair to keep your position descriptions updated when the nature of your work changes significantly.

3.1.4 Role of the Payroll Office

The payroll office processes faculty, staff and administrator pay and audits paper and electronic records to help ensure records are accurate and complete, and that policies and regulations are being followed.

3.2 Employment Categories

3.2.1 Regular Full-time Employment

Full-time employees of the University are appointed by the president or a designee to authorized budgeted full-time positions for 9 or more months in a 12-month period. Full-time employees are employed for a specific job description in a specific division and department of the University, and are required to work at least 37.5 hours each week.

3.2.2 Core Employment

A Core member of the University is a person who is appointed by the president or his designee to an authorized budgeted position in a specific division and department of the University. Core employment is 30 or more hours of service each week for 9 or more months in any 12-month period.

3.2.3 Half-time Employment

A half-time member of the University is a person who is appointed by the president or a designee to an authorized budgeted position in a specific department. Half-time

employment requires at least 22.5 hours and less than 30 hours of service each week for an entire 12-month period.

3.2.4 Part-time Employment

A part-time member of the University is a person who is appointed by the president or a designee to an authorized, budgeted position in a specific department of the University. Part-time employment requires up to 22.5 hours of service each week, not exceeding a total of 950 hours for an entire 12-month period.

3.2.5 Temporary Employment

The president or a designee may, from time to time, employ individuals in a capacity other than those types defined above. Temporary employees may not exceed 950 hours of work over a 12-month period, and are eligible for statutory benefits only, such as unemployment compensation, Workers' Compensation, and FICA-FICM.

3.2.6 Contractual Employment

The president or a designee may, from time to time, employ individuals as contractual employees. The terms of the employment are defined by each employment contract.

3.3 Exempt and Non-exempt Status

The Fair Labor Standards Act (FLSA) and Maryland employment laws establish standards for the minimum wage, overtime compensation, and certain other conditions of employment. The FLSA also defines the criteria for determining which jobs are non-exempt and require pay for overtime hours worked, and which jobs are exempt and do not require compensation for overtime. Every University position is designated as non-exempt (hourly) or exempt (salaried).

3.3.1 Non-exempt Employees (Staff)

FLSA requires non-exempt employees to complete a time record in the form of a time sheet or electronic time keeping entries for each bi-weekly period. Electronic time keeping system entries or time sheets are required for non-exempt employees to meet the recordkeeping provisions mandated by the FLSA. Neither the employee nor the employer may waive the employee's right to be compensated for overtime if the job is classified as non-exempt. Therefore, each supervisor/department chair, director and administrator is responsible for ensuring the FLSA overtime requirements are observed for non-exempt employees. If an employee or supervisor/department chair has a question concerning whether a position is exempt or non-exempt, please contact the director of compensation (ext. 1370).

3.3.2 Exempt Employees (Administrators)

FLSA defines the criteria for determining which jobs are exempt and do not require compensation for overtime. Exempt employees are paid an annual salary and are not compensated for overtime.

3.4 Part-time Pay

Part-time employees pay rates are managed under the same guidelines as regular full-time employees, with proportional adjustments for the reduced work schedule.

3.4.1 Non-exempt Positions

A staff member in a non-exempt position who works part-time will be paid the regular hourly wage for the position, multiplied by the number of hours and weeks actually worked. Staff members in non-exempt positions are eligible for overtime in accordance

with the FLSA and University policy. Overtime is payable for hours worked or paid in excess of 40 hours per week.

3.4.2 Exempt Positions

Exempt part-time administrator's salaries are based on the content of the job and assigned to the appropriate position category, and an annualized pay level is determined using the matching salary grade.

Once the pay level is determined, it is prorated to reflect the agreed upon hours, as shown in the illustration below:

Assumptions	
Annual full-time base salary	$30,000
Full-time work week	5 days
Scheduled days per week	3 days
Part-time percentage (3 divided by 5)	60%

Calculation of Annual Part-Time Salary (based on the above)	
Annual full-time base salary	$30,000
Times percentage of full-time week	x 60% (3/5 of a week)
Actual annual pay	= $18,000

If a part-time administrator in an exempt position works beyond their part-time schedule, he/she is not eligible for overtime pay according to the provisions of the Fair Labor Standards Act. If the employee consistently works beyond the scheduled hours, his/her supervisor/department chair should discuss the reasons and determine an appropriate solution. If the work schedule on which the prorated salary was originally based consistently proves not to reflect the needs of the department, the schedule should be adjusted accordingly and the annual pay recalculated.

3.5 Position Classification

The University wage and salary plan utilizes a salary administration classification system. Each position is ranked based on an evaluation of the job content in the position description. The analysis of a position considers job requirements such as knowledge of the area, problem-solving ability, and communication skills. Based on the results of this evaluation, each position is classified at the appropriate pay grade level.

3.6 Pay Ranges

Staff and administrator pay ranges are designed to allow considerable flexibility in managing pay, while maintaining equity within the University and a salary competitive with the relevant job markets. Pay ranges are reviewed on a fiscal year basis to determine their position within the job market. The director of compensation and the assistant vice president for human resources use salary surveys and other resources to develop the range structure and make recommendations to the Cabinet and to the president. Final authority to approve salary ranges rests with the president and the Board of Trustees. The current pay ranges can be found at ***www.loyola.edu/hr/compensation.***

3.7 Position Study

Supervisors/department chairs are encouraged to periodically review the position descriptions in their area of operation. The position description should be compared with actual duties performed. A re-evaluation and reclassification of positions are considered appropriate if there

are significant changes in the basic nature and essential functions of the position and the funding is available. A change in the volume of work is addressed by overtime or staffing requests, and is not justification for re-evaluation or reclassification. To request a position study, the supervisor/department chair, with prior divisional vice president approval, forwards the request to review the position and the current job description to human resources. The human resources office's generalist services unit and director of compensation evaluate the position and recommend a title and grade. The pay rates of incumbents in reclassified positions are adjusted under the rules for promotion. If as a result of the requested study the position is reclassified to a lower pay grade, the incumbents' current pay is not reduced as a result of the reclassification. Positions may be reclassified to lower pay grades as a result of re-organizations. Vacant positions should be reviewed by supervisors/department chairs and submitted for re-evaluation if the job has changed substantially, prior to the position being posted for recruitment.

3.7.1 Appeals to Position Study

If an employee and his/her supervisor/department chair disagree on the grade assigned to the employee's position, the issue should be discussed between the two parties and resolved, if possible. Supervisors/department chairs may not change the grade of a position or announce an adjustment in wages without requesting a job analysis and funding review from human resources. If an agreement cannot be reached, either party may contact the director of compensation (ext. 1364), who will re-evaluate the job content and make a determination. If there is disagreement between the human resources office and the supervisor/department chair, both parties will submit written rationales to the division vice president for a decision.

3.8 Pay Actions

Pay decisions focus on bona fide occupational qualifications, experience, skills and performance. The level of approvals needed to adjust pay within a pay grade is an internal matter to be decided within a division and in consultation with the director of compensation. Pay decisions are made at the dean/vice president level to ensure internal consistency and equity, and to manage budgetary impact. The human resources office provides salary administration information, market data and guidance. Supervisors/department chairs are encouraged to consult with the human resources office (ext. 1364) prior to making pay action requests to ensure internal equity, funding is available, and to prevent compression ripple effects.

3.9 Starting Pay

Setting an appropriate starting pay for new employees is a critical part of attracting high quality candidates. Supervisors/department chairs setting a starting pay rate or salary should consider the salary range, market pay for the position, the candidate's skills and experience, equity within the work unit or department, and budget constraints. The human resources office is available to provide market data and guidance on how the University community is handling similar situations. The human resources office is responsible for monitoring hiring pay levels, and reporting irregular decisions to the division vice president.

3.10 Annual Performance Review

The University's Annual Performance Management Program provides specific tools and guidance to supervisors/department chairs for planning, assessing performance, and making pay increase recommendations. The University's Performance Management Program is designed to help supervisors/department chairs communicate expectations, set goals, recognize accomplishments, and evaluate performance for employees. The performance management process also identifies the employee's developmental needs for the job, and develops a performance improvement plan. Performance reviews are conducted annually. All University employees should be made aware of

the expectations for their job performance as well as how they will be evaluated for the coming year. Informal quarterly or mid-year performance reviews are optional. The generalist services unit of the human resources office is available to assist with the performance review process (ext. 1367).

3.11 Performance-based Merit Increases

The University's goal is to reward employees for their contributions to the University. One way supervisors/department chairs can do this is through performance-based pay increases. Each fiscal year, a budget is developed which establishes the total amount of money available for merit increases. The budget salary increase amount is expressed as a percentage of the total payroll; however, that increase percentage is not applied across the board to all employees. A merit increase matrix is collaboratively developed annually by the human resources office and the President's Cabinet. The matrix uses the individual employee's performance contribution and position in the pay range to determine the appropriate pay increase for that fiscal year. Department heads are responsible for developing recommendations for performance-based merit increases for employees that are within the parameters of their defined budget. Consistently high performers should be rewarded more generously than average performers. Poor performers should receive a smaller increase or no increase. The human resources office is available to assist with developing appropriate merit pay recommendations.

3.12 Structural Adjustments

Adjustments to the overall structure of the Salary Administration Plan may be made to improve the University's competitiveness within the relevant job markets with the approval of the president and the Board of Trustees.

3.13 Promotion

When an employee is promoted to a position with significantly greater responsibilities a pay increase is given to ensure that the employee's pay is equitable and competitive. Department heads with human resources set the pay level within the pay range assigned to that position. The selected pay is based on the employee's skills, knowledge and competencies. Since circumstances vary and each advancing employee has a different pay history, it is important to consider the employee's current level of performance compared to expectations, the employee's pay compared to peers in the new category with similar skills, knowledge and competencies, the criticality (and possible scarcity) of the employee's skills to the University, and the depth and breadth of the employee's skills when making pay decisions related to advancement. If the recommended pay increase is significant, it may be appropriate to phase the increase in over a period of time. The director of compensation is available to consult with supervisors/department chairs and to provide guidance about pay decisions related to advancement (ext. 1364). The human resources office recommends that if funding is available, pay will be increased by 5 percent or to the minimum of the new range, whichever is greater.

3.14 Demotion

3.14.1 Demotion for Cause

Demotion for cause is defined as an involuntary movement to a position in a lower pay grade related to disciplinary action. If an employee is demoted to a position in a lower pay grade, this type of transfer is arranged through the human resources office and may result in a reduction of the employee's pay rate.

3.14.2 Voluntary Change to a Lower Pay Grade

If an employee applies and is selected for a position in a lower pay grade, his/her pay in

the lower graded position will be reviewed based on placement in the new pay range. If the employee's pay exceeds the range maximum, a reduction in the employee's pay rate may occur.

3.14.3 Change to a Lower Pay Grade as a Result of Reorganization/Restructure

If an employee is reclassified or moved to a lower grade as a result of departmental reorganization, the employee's pay will be reviewed in relation to the established pay range for the new grade. If an employee's salary falls within the pay range of their new position, a reduction will not be made. If the employee's pay exceeds the range maximum, a change in the employee's pay rate may occur.

3.15 Overtime

Overtime work is to be avoided if possible and must be justified by extenuating circumstances. Advance approval is required for overtime work and must be pre-authorized by the supervisor/department chair. Overtime work should not be performed before or after the normal workday, or during the lunch hour, except when authorized by the supervisor/department chair in advance.

3.15.1 Overtime Pay

Federal and state overtime laws generally require an employer to pay each non-exempt employee an overtime premium rate of 1 ½ times an employee's regular pay rate for all hours worked over 40 hours per pay week. Holidays, unscheduled closings, vacation, personal, and sick leaves do not count as time worked. The University's policy is based on Federal and state overtime laws, therefore, employees earn overtime pay at a time-and-a-half rate after working more than 40 hours in a pay week. Hours worked between 37.5 and 40 hours will be paid at the regular rate of pay. Overtime pay applies only to time worked. If there is a holiday or an employee uses paid leave in a pay week, overtime pay will only apply to actual time worked on the job beyond 40 hours. Individuals working up to 6 hours overtime beyond their normal workday will have the option to take a 30 minute unpaid meal break after the first 2 hours of overtime worked. Overtime hours worked by support staff employees are reported on appropriate time sheets issued from the payroll office. The signed sheets are then processed with the regular bi-weekly time sheets. The signed sheets will gradually be replaced by the installation of an electronic time keeping reporting system. Employees who work overtime without prior supervisory authorization will be paid in accordance with FLSA, but are subject to disciplinary action.

3.15.2 Exemption from Overtime for Administrative Employees

Administrators, by virtue of their administrative, managerial or professional responsibilities, generally are exempt from overtime provisions of federal and state wage and hour laws. Depending upon the requirements of the respective administrative offices, additional work time may be required beyond the normal schedule. It is expected that exempt employees will work when needed. In cases where excessive work time is required of an administrator beyond the normal schedule, the supervisor/department chair may, with approval from the division vice president, make adjustments to the regular work schedule at a later date as the flow of the work load permits.

3.15.3 Emergency Overtime

Emergency overtime may be required to perform unforeseen services or repairs required for the University to carry out an academic program or activity. If an employee is called in to perform emergency service or repair, during non-scheduled work hours,

transportation time may be included in the calculation of overtime pay or a four hour minimum may be paid, at the supervisor/department chair's discretion. If a resident staff employee is called to perform emergency service, payment will be for the actual hours worked. (See Section 4.5.3 for information on inclement weather and emergency overtime pay.)

3.16 Compensatory Time

It is not the policy of the University to grant "comp" time or leave time granted in lieu of overtime pay. If a staff employee works more than 40 hours in a given week, they are entitled to overtime pay.

3.17 Flex-time

3.17.1 Short-term

Flex-time allows a department to temporarily alter work schedules to accommodate a special need (e.g., an expanded lunch hour to attend a class). This arrangement works only in offices with more than one employee, since at least one person must be available to keep the office open Monday through Friday, 8:30 a.m. to 5:00 p.m. Flex-time may only be scheduled by mutual agreement and must be resolved in the same work week. The employee must work their full total number of hours for the week in which flex time is arranged, otherwise leave will be charged or time will be lost.

3.17.2 Scheduled

Flexible schedules are permitted in offices with two or more staff employees where the accommodation serves the best interest of the department. Requests for approval of flexible hours must be submitted to the division vice president with a recommended schedule. The flexible schedule may be changed back to the original schedule as operations require with a one week notice, or sooner if mutually agreeable.

3.18 Shift Differential

Shift differentials are premium rates of pay that are paid only to those staff members who regularly are scheduled to work from midnight to 8:00 a.m. or between 4:00 p.m. to midnight. Schedules may vary slightly from the start and finish times, as required by the supervisor/department chair. Shift differentials are only paid for hours worked and are not paid for vacation, sick or personal leave. In order to qualify for shift differentials, 85 percent of the scheduled work hours must fall within the defined shifts. Shift differential rates are recommended by the human resources office based on the Baltimore market and changes are subject to approval by the president.

3.19 Payroll Period

A payroll schedule for the current fiscal year is available on the human resources Web site at ***www.loyola.edu/hr/payroll.***

3.19.1 Staff Employees

Staff employees are paid on Friday based on a bi-weekly pay cycle for the prior two-weeks of work. The workweek runs from Saturday through Friday. If Friday is a holiday the payday will be the preceding workday.

3.19.2 Administrative Employees

Administrators are paid on a salary basis. The distribution of an administrator's annual salary occurs on a semi-monthly pay frequency between July 1 and June 30.

Administrators will be paid twice each month, on the 15th and 30th. If the actual payday is on a weekend or is a holiday, then the payday will be the preceding workday.

3.20 Reporting Time

3.20.1 Staff Employees

Supervisors/department chairs or their designee are required to verify the hours worked each week by their staff by signing a time sheet supplied for that purpose at the end of each pay period. The supervisor's/department chair's or designee's signature on the time sheet certifies its accuracy. Care should be taken in preparing time sheets as they are essential for payroll and benefit calculations. Staff employees may not sign their supervisor's/department chair's name or authorize their own time. Time sheets must be submitted to the payroll office in accordance with the published payroll schedule. Neglecting to do so may result in the employee not being paid on time the following Friday. This process will be replaced by electronic signatures when the electronic time keeping system is operational.

3.20.2 Administrative Employees

Administrators are required to complete and submit an administrative leave report for each month whether or not any leave was used. The supervisor/department chair's or designee's signature on the leave report certifies its accuracy. Care should be taken in preparing leave reports as they are essential for payroll and benefit calculations. Administrative employees may not sign their supervisor/department chair's name or authorize their own time. Leave reports must be submitted to the human resources office by the end of the first week of the following month. This process may be replaced by electronic signatures when the electronic time keeping system is operational.

3.21 Mandatory Deductions

Mandatory deductions from pay include the employee paid portion of FICA-FICM (social security) tax, federal, state and local withholdings for income tax, court-ordered payments for child support and wage garnishments. Employees are required to complete the withholding tax forms (W-4 and MW 507) and keep them current and on file with the human resources office. Any payroll deductions other than these listed are optional, authorized in writing at the employee's discretion, and may be arranged through the payroll office.

3.22 Direct Deposit of Paychecks

The University strongly encourages all employees to elect to have payroll checks deposited directly into either a checking or savings account. If your payroll check is deposited directly, you will receive a pay advice statement at your departmental address indicating the amount of the deposit as well as detail of your earnings and deductions for the current pay period. In order to enroll for direct deposit, employees must bring a voided check or savings deposit slip to the payroll office or the human resources office. Subsequent changes in account information must be made with the payroll office. Once the direct deposit request is received, the direct deposit process will begin within 30 days.

3.23 Agreements and Contracts

Purpose

To ensure timely and appropriate formulation and internal review of contracts and agreements entered into by Loyola University Maryland.

Types of Agreements and Contracts
Contracts or agreements can involve, but are not limited to, the following: licensing arrangements; clinical agreements; maintenance services; internships; property leases; research; event-related agreements with speakers, caterers or entertainers; software licensing; and agreements involving consultants or other "independent contractors".

In general, all types of contracts or agreements mentioned above will hereby be classified into three main types:

(1) Standard – Those entered into by Loyola University Maryland that will contain standard terms and conditions as developed by the University and previously approved by legal counsel and the office of facilities and campus services.

(2) Non-standard – Those entered into that do not contain standard terms and conditions as developed by Loyola University Maryland. These are typically agreements where the vendor selected presents their own terms and/or agreement to the University for review and approval.

(3) Software Licensing – These non-standard contracts must go directly to Gina Graffious in technology services for approval. Contracts can be e-mailed to ***ggraffious@loyola.edu*** with subject line "Software Licensing." Please contact Gina Graffious directly at ext. 2611 for more information.

(4) Sponsored Projects – All grants, contracts, and agreements that result in the University receiving a grant or funds must be sent to the office of research and sponsored programs for approval. Please contact Nancy Dufau, director for the office of research and sponsored programs at ext. 2004 for more information.

Contracts and agreements will generally involve the University either obtaining or supplying goods or services. Only a University representative shall have authority to sign contracts or agreements.

Signing Authority
The amounts listed below are based on the signing authority levels posted by the disbursements office and are subject to change. Please check the disbursements signing policy before signing legal documents containing fees.

Contracts or agreements for goods or services totaling up to:
$5,000 must be approved by the Assistant Budget Officer
$10,000 must be approved by the Budget Officer
$50,000 must be approved by a Director/Assistant Dean
$100,000 must be approved by a Assistant or Associate Vice President/Dean
$500,000 must be approved by a Vice President
$5,000,000 must be approved by the President

All contracts or agreements totaling $5,000,000 or more must be approved by the Board of Trustees.

Loyola University Maryland does not recognize contracts signed by University employees as binding to the University unless the employee who signs the contract has signatory authority.

Employees who sign contracts without authority, properly delegated under the Board of Trustees approved procedure, may be subject to University disciplinary action. Prior to signing legal documents containing fees, be sure to know the source of funds.

Background Checks
If the University is entering into a contract that requires a third party to:

- enter bathrooms, locker rooms, and/or residence halls *(where students or employees might be);* and
- deal with financial information such as credit card transactions and/or any other highly sensitive information.

The contract must have the following wording:

> [Contractor] certifies that it has obtained satisfactory criminal history records checks and reference checks for all of its employees and agents who will be providing services under this agreement. [Contractor] further agrees that it shall verify its certification contained in this paragraph [x] in a signed writing delivered to [Loyola University] prior to the commencement of this agreement. [Contractor] further certifies that it shall obtain a criminal history records check and reference check before engaging any new employee(s) or agent(s) that [Contractor] wishes to hire or engage after the commencement of this agreement who will provide services under this agreement, and [Contractor] agrees to verify, in a writing forwarded or delivered to [Loyola University], that such investigations were completed and the findings satisfactory.

Insurance and Indemnification
The type(s) and levels of insurance coverage required for a given contract or lease will be determined based on discussion between the requesting department and the office of facilities and campus services. The University's risk manager is also available for technical assistance, in determining appropriate terms of insurance and indemnification.

The indemnification provision of a contract or agreement outlines the management and transfer of risk, by establishing the circumstances in which parties to the contract will hold each other harmless in the event of a claim or suit that results from the activities or transactions specified in the contract. Typically each party to the contract or lease agrees to hold the other party harmless if it is determined that the issue that triggered the claim or suit was the result of the sole negligence of one or another signatory to the contract. The wording of an indemnification provision will be determined through discussion between the requesting department and the office of facilities and campus services, and, in turn, with the risk manager and/or the University's legal counsel.

> <u>Example of Indemnification:</u>
> **Below, "facility" pertains to the organization with which the University is entering into a contract.*
>
> *The University hereby agrees to indemnify, protect, and hold harmless [Name of Facility], its agents, officers, and employees from and against any and all claims, demands, actions or judgments for which [Name of Facility], its agents, officers or employees may become liable upon or arising out of any services performed under or pursuant to this agreement resulting from the negligence, actions, or omissions of the University, or any of its directors, officers, agents, or employees.*

Specific Steps to Take Prior to Contract or Agreement Signing:

(1) If a non-standard agreement is entered into, a discussion concerning the intended business arrangement should take place with the office of facilities and campus services. The office of facilities and campus services will assist in reviewing contract language/format, and if required, clarify the contract review process.

Any and all proposed non-standard contracts or agreements must be forwarded with a completed Contract Review Checklist to the manager of facilities and campus services via the office of facilities and campus services. The checklist assists in ensuring that all relevant and necessary contract provisions have been incorporated into the draft document. The manager of facilities and campus services will forward all non-standard contracts or leases to the University's legal counsel when necessary.

The review process for a non-standard University contract or agreement, that may require legal counsel review, needs to be forwarded to the manager of facilities and campus services at least one month prior to the anticipated effective date of the contract for review.

(2) If a contract is to be entered into and it is a standard contract, the agreement should be forwarded to the manager of facilities and campus services for review and approval. Any and all standard contracts or agreements must be completed and forwarded**. Since the agreement is of standard format and it has been previously approved by legal counsel a Contract Review Checklist is not necessary.**

The review process for a standard University contract or agreement should be forwarded to the manager of facilities and campus services at least two weeks prior to the anticipated effective date of the contract for review.

(3) Original signed contracts or agreements and pertaining documents are to be kept on file in the office of facilities and campus services and the requesting department.

Section IV.

WORK SCHEDULE

IV. Work Schedule

4.1 Work Schedule

The workweek begins on Saturday and ends on Friday. All changes to regular work schedules must be approved by the supervisor/department chair in advance. Directors or supervisors/department chairs may vary the hours and days of employment consistent with operational demands, wage and hour laws and with reasonable notice to the employee.

- Office – The usual workday for administrative offices is 8:30 a.m. to 5:00 p.m., Monday through Friday. The nature of the work for some departments may require adherence to a different schedule, and is approved by the supervisor/department chair.
- Facilities – The start and end of each workday is determined by the department. The usual workweek is five seven and one-half hour shifts.
- Public Safety – The usual workweek for campus police officers and public safety officers is either five eight-hour shifts or four ten-hour shifts.
- Transportation and Parking– The usual workweeks for transportation and parking are either five eight-hour shifts or four ten-hour shifts.

4.2 Rest Period

Paid rest periods, sometimes called "breaks," are scheduled by the supervisor/department chair. On a temporary basis, supervisors/department chairs may request that employees not take breaks during heavy or emergency work periods. Supervisors/department chairs should take steps to ensure that the cancellation of breaks is not necessary on a regular or frequent basis unless the employee is taking a one hour lunch break.

4.3 Lunch Period

For most employees, the lunch period is one hour and is taken between the hours of 11:30 a.m. and 2:00 p.m. Offices remain open during the lunch period by determining a schedule of lunch hours which provide continuous office coverage. This arrangement can be flexible among employees provided someone is continuously available for visitors and telephone coverage from 8:30 a.m. to 5:00 p.m.

4.4 Attendance at University Functions

Certain divisions or departments may require their personnel to attend University functions not directly related to that unit's work. All employees are encouraged to attend the Mass of the Holy Spirit and Maryland Day Ceremonies as long as participation does not interfere with the ongoing work of the individual's unit. All administrators are encouraged to attend Commencement, Honors Convocation and the Baccalaureate Mass.

4.5 Inclement Weather and Unscheduled Close Policy

If there is a civil emergency or weather makes driving hazardous and parking difficult, the University's Emergency Committee will evaluate the situation to decide if the University will close and the timeframe of closing. Non essential employees are not required to work when the University is officially closed due to an emergency or inclement weather. Employees at work will be notified of any emergency closings or early releases during that work shift. These decisions are usually announced by 5:30 a.m. for day hours and by 3:00 p.m. for evening hours. Information regarding closings are announced on Loyola's website at loyola.edu, via a PM Evergreen email, on InsideLoyola at inside.loyola.edu, on a special LU weather-line (410-617-2223) and on the following radio and TV stations:

Radio	Television
WBAL (1090 AM) WIHT (99.5) WIYY-FM (98 Rock) WLIF-FM (Lite 101.9) WWMX-FM (Mix 106.5)	WMAR – TV (Baltimore 2) WBAL – TV (Baltimore 11) WJZ – TV (Baltimore 13) WBFF (Baltimore 45) WRC (Washington 4)

If there is a civil emergency or weather is severe ***and the University is open***, some employees may decide it is unsafe to come to work/remain at work. A civil emergency may include, but is not limited to code red national defense alerts and epidemics. If the employee decides not to come to work or to leave, they must ask their supervisor/department chair for approval. Employees with an approved absence or early departure due to inclement weather or other civil emergency may use vacation leave, personal leave or leave without pay for the absence. If the University opens late or closes early due to inclement weather, any employee who does not report to work will be required to use a full day's leave or the employee will be charged for a full day's leave without pay if the employee does not have leave time to use.

4.5.1 Essential Employees

Essential personnel are identified by the job duties of their position. If an employee's position description included duties that may be considered essential during an emergency, their position may be identified as essential. When essential personnel are needed during emergencies they must make every reasonable effort to report to work. If the University is closed due to inclement weather or other emergency, essential employees may be expected to report for their regularly scheduled shift. If an essential employee is needed and unable to report for their regularly scheduled shift, the Campus Police will arrange transportation for the employee to and from work.

If the essential employee is offered transportation to and from work and refuses that transportation, missed work hours will be considered lost time. If an essential employee is unable to report to work due to unforeseeable hardships, they will be required to notify their supervisor for approval and use their appropriate accrued leave. If an employee does not have sufficient accrued leave, missed work hours will be considered lost time and the employee will not be paid for those hours.

Supervisors must notify employees in advance they are considered essential. A copy of the notification and Essential Personnel Acknowledgement Form should also be sent to the human resources office for the employees file. Essential employees must also provide up to date contact information to their supervisor or department, should someone need to contact them when the University is closed due to inclement weather or other emergency.

4.5.2 Inclement Weather and Unscheduled Close Pay

a) Essential Employees

- Employees in designated essential non-exempt positions who are required to work during an unscheduled closing will be paid for the actual hours worked and will receive unscheduled close pay for hours equivalent to their regularly assigned shift.
- If an essential employee is required to work during an unscheduled closing and works hours in excess of the assigned regular shift, they will be paid for the actual hours worked and will receive unscheduled close pay for the hours

equivalent to their regularly assigned shift. They will not receive the additional unscheduled close pay for hours worked in excess of their regularly assigned shift.

- If an essential employee is called in to work during an unscheduled closing on a day they are not regularly scheduled to work, they will be paid for the actual hours worked and will receive unscheduled closing pay equivalent to the number of hours worked, not to exceed the number of hours in their regularly assigned shift.
- If an essential employee is called in to work during an unscheduled closing on a holiday, they will be paid for the actual hours worked and will receive holiday pay for the number of hours equivalent to their regularly assigned shift, or are given a delayed paid holiday.
- Time worked in excess of 40 hours during a work week will be paid at the normal overtime rate of one-and-one half times the regular hourly rate regardless of whether the University is open or closed.

b) Non Essential Employees Inclement Weather and Unscheduled Close Pay
When the University closes for inclement weather or other emergency, non essential employees are not required to report to work and will receive unscheduled close pay at their regular rate for the hours they were scheduled to work during the closed period. Non essential employees are not eligible to be paid for both hours worked and unscheduled close pay for the same hours. “Additional” pay is not authorized for non essential employees who choose to come to work. Essential and non essential employees who previously arrange to take vacation or sick leave on a day or days on which the University is ultimately closed due to weather or other factors must still use sick or vacation leave for those days/hours.

4.6 Emergency Closings/Early Release

All employees at work are notified of any emergency closings or early releases during that work shift. The time of closing will be determined by the University’s Emergency Committee.

Section V.

BENEFITS AND WELLNESS

V. Benefits and Wellness

5.1 Benefits Administration

The benefit information that follows is a summary and is not intended to be all encompassing. If you need more specific information, please contact the benefits and wellness unit of the human resources office (ext. 1368) for documents containing details of coverage provided by the various insurance plans and other benefits. The University reserves the right to make changes to policies and benefits, including elimination of policies or benefits. Changes or amendments are widely communicated, and supersede the information provided in this book.

5.2 Benefits Plans

5.2.1 Eligibility

If a new employee's first day of work is the first day of the month their eligibility for core and elected benefits coverage is in effect that day, otherwise, eligibility for coverage is the first of the following month. Current employees' open enrollment benefit elections take effect on each July 1 and remain in effect until June 30 of the following year. The employee's costs for elected benefits offered through the Cafeteria Flexible Benefits Plan are paid with pre-tax credits (before taxes are calculated). As required by Section 125 of the Internal Revenue Code, benefit elections generally are binding for the benefit year (July 1 - June 30).

The eligible employee's spouse and unmarried children under 19 years of age are also eligible for medical, dental and vision insurance. This includes step-children, children legally placed for adoption and legally adopted children. Dependent children incapable of self-support because of a physical or mental disability are covered regardless of age. Unmarried children who are solely dependent upon the employee and enrolled as full-time students in an accredited school, college or university from the ages of 19 - 25 are also considered eligible. Student status must be verified with a copy of the student's schedule or a note from the attending registrar's office.

5.2.2 Changing Elections

Employees enrolled in benefits can make certain benefit changes during the plan year only if he/she notifies the benefits and wellness unit within 30 calendar days of a qualified life event. Examples of qualified life events include but are not limited to:

- marriage;
- birth or adoption of a child;
- divorce or legal separation;
- death of a child or spouse;
- loss of student eligibility; and
- gain or loss of employment by your spouse.

The changes available as a result of each qualified life event vary by benefit. Any change must be directly related to the life event. For instance:

- Medical Coverage - Participation in Loyola's medical coverage may be waived as long as you certify you have other group coverage; or you can add or delete new spouse or dependents; and, if previously waived, you can elect coverage.
- Dental and Vision Coverage - You can add or delete new spouse or dependents

or, if previously waived, you can elect coverage.

- Flex Spending Accounts - You can increase, decrease or drop coverage as long as your new annual contribution is not less than reimbursements received to date.
- Supplemental Term Life Insurance - You can increase (with approval of the insurance carrier) or decrease coverage.
- Short-Term Disability - No changes can be made.

For further details about benefits changes, contact the benefits and wellness unit (ext. 1368).

5.3 Flex Credits

The University provides 1,000 flex credits to assist employees with their purchase and selection of core benefits. Employees belonging to the religious order of the Society of Jesus or Religious Sisters of Mercy receive 850 base flex credits. In addition to the base amount of flex credits, the University provides additional dollars after completing five or more years of continuous service.

Extra Flex Credits Earned for Core Benefits by Years of Completed Service		
Completed Years of Service	*Extra Credits*	*Total*
0-5 years	0	1,000
6-10 years	100	1,100
11-15 years	200	1,200
16-20 years	300	1,300
21 or more years	400	1,400

Extra flex credits referenced above are based on completed years of service as of July 1 of each plan year, not the employee's anniversary date.

5.4 Health Insurance

Regular full-time, core, and qualified half-time, and non-temporary employees of the University who have satisfied the waiting period are eligible to participate in the University healthcare plans. If a new eligible employee's first day of work is the first of the month their coverage is in effect that day, otherwise they must wait for the next first day of the next month to be eligible for coverage. Health coverage is also available for eligible spouses and dependents. The University contributes a portion of the cost for individual and dependent coverage. Employees pay a portion of the cost with pre-tax dollars through payroll by means of a salary reduction plan. The employee portion is determined by the University. If an employee does not want medical insurance, he/she may waive the University's healthcare benefits. A waiver statement must be signed by the employee. Benefit options include medical coverage, dental coverage, vision coverage, term life insurance, long term disability, short term disability and flexible spending accounts. For further details about different benefits plans, refer to the Cafeteria Flexible Benefits Plan Workbook or contact the benefits and wellness unit (ext. 1368).

5.5 Flexible Spending Accounts (FSA)

Health Care and Dependent Care Flexible Spending Accounts provide a method to pay for expenses not covered or only partially covered by an employer's medical, dental or vision plans and for qualified dependent care expenses such as child day care. Each type of account is designed to serve different needs and accounts may not be combined. You may participate in either or both FSA accounts even if you choose to waive Loyola's medical coverage. FSA's reduce your total taxable income, which results in savings of Medicare, social security, federal and most state income taxes. Tax savings are based on the total contributions made into these

accounts.

5.5.1 Flexible Spending Account Election

Participation begins when an employee decides, during open enrollment or when first becoming eligible for this benefit, how much money to deposit in either or both accounts for the plan year (July 1- June 30). Funds are directed into either or both accounts by authorizing money to be deducted from your paycheck on a pre-tax basis.

5.5.2 Flexible Spending Accounts and Claims Processing

As eligible expenses occur throughout the plan year, an employee submits eligible receipts along with the Flexible Spending Account Request for Reimbursement Form. These forms may be obtained at ***www.loyola.edu/hr/forms*** and submitted to the University's third party administrator. Reimbursement claims will not be processed without receipts attached to the reimbursement form confirming the amount charged for service(s), the amount paid by you or your insurance carrier, dates of service, type of service rendered, name of eligible person and provider's name and full address. Attach insurance explanation of benefits statements whenever possible. Itemized cash register receipts must be submitted for over-the-counter purchases. Cancelled checks are not accepted as receipts. If a claim is for daycare, receipts must provide amount charged for service, child's name, daycare provider's name, address, federal tax ID number (or social security number) and dates of service. All FSA reimbursements are reviewed for eligibility based on date of service not by date of payment. Reimbursements for claims will be made at regular intervals by the third party administrator. Further information may be obtained from the benefits and wellness unit (ext. 1368).

5.5.3 Flexible Spending Account Restrictions

Changes in your contributions are permitted during the benefit year only if a qualified life event occurs. The maximum plan year contribution is $5,000 for dependent care and $2,500 for the health care flexible spending accounts. These maximums are set by the Internal Revenue Service and change from time to time. The latest regulations can be found on the Internal Revenue Service Web site at ***www.irs.gov.*** Claims for expenses incurred during the plan year will be accepted up to 90 days after the plan year ends. That is, the last day to file claims for a plan year ending June 30 is September 30 of the same year. Contributions not claimed before the 90-day period expires are forfeited under the "use it or lose it" federal IRS requirement.

5.6 Term Life Insurance

5.6.1 Core Term Life Insurance

Core term life insurance with accidental death and dismemberment coverage is a benefit provided by the University at no cost to eligible employees. The benefit is equal to your base annual pay. The value of insurance in excess of $50,000 is considered a taxable benefit. Those who earn less than $50,000 but purchase supplemental term life insurance may be subject to this tax if the combined total insurance exceeds $50,000. Employees have the option to "cap" their core term life insurance to $50,000 in order to limit their tax liability. All eligible employees should receive the group life insurance benefits certificate when hired or on becoming eligible for the benefit. The appropriate forms for enrolling and designating beneficiaries may be obtained from the benefits and wellness unit.

5.6.2 Supplemental Term Life Insurance

Employees have the option of choosing supplemental term life insurance for themselves. This optional life insurance does not include Accidental Death & Dismemberment benefits. The cost of the supplemental term life insurance is based on your age. Supplemental insurance may be purchased in amounts of $25,000, $50,000, $100,000 or $150,000. During open enrollment, employees wishing to increase coverage or electing coverage for the first time must complete the life insurance application and a statement of health. Forward completed forms to the benefits and wellness unit. Once the carrier approves the application, pre-tax payroll deductions will begin. Newly hired or eligible employees electing $25,000 or $50,000 of supplemental insurance within 30 days of eligibility will not have to apply for medical approval. However, newly hired or eligible employees electing $100,000 or $150,000 of supplemental insurance must complete the life insurance application and a statement of health. Once the carrier approves the application, pre-tax payroll deductions will begin. The appropriate forms for enrolling may be obtained from the benefits and wellness unit.

5.7 Disability Insurance

The purpose of disability insurance is to replace a portion of your income if illness or accident prevents you from working for an extended period of time. Typically, benefit payments are calculated as a percentage of monthly earnings, and are paid after an employee has been absent from work due to a disability for a specific period of time. For the purpose of defining disability in the context of the benefits that are offered by the University, disability means the employee is sick or injured to the degree that they are unable to work in his/her regular occupation for six months. After six months, disabled means the employee is unable to engage in any occupation for which he/she is reasonably fitted by education, training, or experience.

5.7.1 Core Long-term Disability Insurance

The University provides core long-term disability insurance at no cost to eligible employees. Newly hired or eligible employees must fill out a Benefits Enrollment Form and forward it to the benefits and wellness unit in the human resources office within the first 30 days of hire or on becoming eligible for the benefit. If you become disabled, the plan provides a monthly income benefit, including any social security or Workers' Compensation payments, equal to 66 2/3 percent of your base monthly pay up to the plan maximum. The benefit begins with the first day of the month following six months of continuous disability. Additionally, the plan provides for the continuation of University retirement contributions to your regular annuity plan provided you are a member of the plan. All eligible employees should receive the group total disability benefits certificate when hired or on becoming eligible for the benefit. The appropriate forms for enrolling may be obtained from the benefits and wellness unit.

5.7.2 Long-term Disability Insurance Enhancement

The University provides eligible employees the opportunity to purchase a buy-up for the long-term disability insurance with pre-tax payroll deductions. Newly hired or eligible employees must fill out a Benefits Enrollment Form and forward it to the benefits and wellness unit in the human resources office within the first 30 days of hire or on becoming eligible for the benefit. If the employee becomes disabled, the plan provides a monthly income benefit, including any social security or Workers' Compensation payments, equal to 66 2/3 percent of your base monthly pay up to the plan maximum. Upon approval of the insurance carrier, the benefit begins with the first day of the month following three months of continuous disability. Additionally, the plan provides for the continuation of University retirement contributions to the employee's regular annuity

plan provided the employee is a member of the plan. Appropriate forms for enrolling may be obtained from the benefits and wellness unit**.** During open enrollment, current employees who wish to purchase a buy-up for the long-term disability insurance as a new benefit must complete the Benefits Enrollment Form and Medical History Statement. These forms can be obtained from the benefits and wellness unit. Please forward completed forms to the benefits and wellness unit. Once the carrier approves the application, payroll deductions will begin.

5.8 Continuation of Coverage (COBRA)

For eligible employees electing health insurance, COBRA (Consolidated Omnibus Budget Reconciliation Act) requires that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage. "Continuation of Coverage" is offered at group rates in certain instances where coverage under the plan would otherwise end (qualifying events). An employee does not have to show that he/she is insurable to choose continuation of coverage. However, under the law, an employee may have to pay all or part of the premium for the continuation of coverage including administrative fees. This notice serves to inform employees of the University, in a summary fashion, of his/her rights and obligations under the continuation of coverage provisions of the law.

5.8.1 Eligibility for Continuation of Coverage

a. Employees

An employee of the University covered by a group health plan may have a right to choose this continuation of coverage if he/she loses his/her group health coverage because of a reduction in hours of employment or the termination of employment.

b. Spouses of Employees

The spouse of an employee covered by a group health plan may be a qualified beneficiary and may have the right to choose continuation of coverage, if he/she loses group health coverage under a group health plan for reasons such as:

- death of spouse;
- termination of spouse's employment or reduction in spouse's hours of employment;
- divorce or legal separation from spouse; or
- spouse becomes eligible for Medicare coverage.

c. Dependent Children

A dependent child (a child born to, or placed for adoption with, the covered employee during a period of continuation of coverage) of an employee covered by a group health plan is also a qualified beneficiary. Dependent children have a right to continuation of coverage if group health coverage is lost for any of the following reasons:

- death of a parent;
- termination of a parent's employment or reduction in a parent's hours of employment;
- parents' divorce or legal separation;
- a parent becoming entitled to Medicare; or
- dependent child ceases to meet their group health plan definition

of a dependent.

5.8.2 Separate Elections

If there is a choice of types of coverage under a plan, an employee or former employee who is eligible for continuation of coverage is entitled to make a separate election from the types of coverage available. For example, a spouse or dependent child is entitled to elect continuation of coverage even if the covered employee does not make that election. Similarly, a spouse or dependent child may elect a different coverage from the coverage that the employee elects.

5.8.3 Employer and Employee Responsibilities Under COBRA

The employee or a family member has the responsibility to inform the benefits and wellness unit of a divorce, legal separation, or a child losing dependent status under a group health plan, within 60 days of the date of the event. In addition, the employee or a family member must inform the benefits and wellness unit of a determination by the Social Security Administration (SSA) that the employee or covered family member was disabled during the 60-day period after the employee's termination of employment or reduction in hours. This notification must be made within 60 days of SSA determination and before the end of the original 18-month continuation of coverage period (see Section 5.8.4). If, during continued coverage, the Social Security Administration determines that the employee or family member is no longer disabled, the individual must inform the benefits and wellness unit of this re-determination within 30 days of the date it is made. After notification that one of these events has happened, the employee will be notified that he/she has the right to choose continuation of coverage. An employee has 60 days from the date he/she would lose coverage because of one of the events described above to inform the benefits and wellness unit that he/she wants continuation of coverage. If an employee does not choose continuation of coverage within the 60-day period, the employee's group health coverage will end. If the employee chooses continuation of coverage, the plan will provide coverage identical to the coverage provided under the plan to similarly situated employees or family members. This means that if the coverage for similarly situated employees or family members is modified, the employee's coverage will be modified. Similarly situated refers to a current employee or dependent who has not had a qualifying event.

5.8.4 Length of Coverage

In compliance with COBRA, the opportunities for an employee to continue their health coverage vary according to the qualifying event(s).

- Employees terminated for reasons (see Section 5.8.1) whose hours are reduced may continue their coverage for 18 months.
- In the event of an employee death, divorce, legal separation, employee's Medicare entitlement, or loss of child dependent status, coverage may be continued for 36 months.
- If the employee or covered family member is disabled at any time during the first 60 days of their 18-month continued coverage, the period is extended to a total of 29 months. The 29-month extension applies to the disabled individual and to all other qualified beneficiaries. The disability status is determined by the Social Security Administration. The 29-month continuation period may be extended to 36 months if certain additional qualifying events occur during the 29-month period.

- In no event will coverage extend beyond 36 months from the date of the event that originally made the employee or a qualified beneficiary eligible to elect continuation of coverage. The benefits and wellness unit must be notified if a second qualifying event occurs during the continuation of coverage period.

  a. Continuation of Coverage May Be Cut Short
     An employee's continuation of coverage may be cut short prior to the expiration of the 18-, 29-, or 36-month period for any of the following reasons:

     - The University no longer provides group health coverage to any of its employees.
     - The premium for continuation of coverage is not paid within the applicable grace period.
     - The individual becomes covered under any other group health plan, and the individual is not excluded or limited with respect to any preexisting condition, other than an exclusion or limitation that, after July 1, 1997, does not apply to, or is satisfied by, the individual under the provisions of the Health Insurance Portability and Accountability Act of 1996 (see Section 5.15 for more information).
     - The individual becomes entitled to Medicare.
     - The Social Security Administration makes a final determination that the individual is no longer disabled.

5.8.5 Conversion Plan

At the end of the 18-, 29-, or 36- month continuation of coverage period, an employee is allowed to convert to an individual health plan provided by the Conversion Plan. Once continuation of coverage terminates for any reason, it cannot be reinstated.

5.9 The O'Connor Plan (Employee Assistance Program)

All regular full-time employees, core employees, and their immediate family members are eligible for the O'Connor Plan EAP services beginning the first of the month coinciding with or following their date of hire. The O'Connor Plan EAP provides short-term assistance in a confidential and professional manner to help with a variety of personal and career-related issues. The plan offers assistance with workplace conflicts, marital or family problems, emotional distress (depression, stress), alcohol abuse, drug abuse, legal issues, locating child and elder care, financial counseling and other personal difficulties. There is no cost to eligible employees for the services provided by the O'Connor Plan. Five free counseling sessions are provided per problem area. If outside referral services are recommended, fees charged by those professionals will be the responsibility of the employee in coordination with the employee's health insurance. To speak with an Employee Assistance Program (EAP) professional, to schedule an appointment, or for more information, call 1-800-765-0770. EAP services are available 24 hours a day, 7 days a week.

5.10 Live Near Your Work Program (LNYW)

Working as partners, the City and University will each contribute toward the down payment and closing costs associated with the purchase of a house near Loyola. An application for the $2,000 grant must be completed and approved. Eligible participants must be a core or full-time employee, who have worked at Loyola University Maryland for at least six months, and plan to purchase a home in the target area, receive mortgage approval, contribute a minimum of $1,000 toward the purchase, and agree to live in the home as a primary residence for three years. For

more information contact the benefits and wellness unit (ext. 1368).

5.11 Workers' Compensation

If an accident or injury occurs on the job, the University and all its employees are covered by Workers' Compensation insurance.

5.11.1 Supervisor/Department Chair Responsibilities

All accidents are to be reported by the supervisor/department chair to human resources within 24 hours so that necessary insurance forms may be filed in a timely manner. Supervisors/department chairs are also required to investigate the incident and complete and forward the following three forms to human resources within the 24-hour period:

(1) Supervisor Accident Investigation Report;
(2) Employee Accident and Injury Report; and
(3) The First Report of Injury.

These forms can be found at ***www.loyola.edu/hr/forms.***

5.11.2 Human Resources Office Responsibilities

Once notified of an on the job injury, human resources will:

(1) file the claim with the insurance company;
(2) send an e-mail to the employee with a claim number and the telephone number and address of the insurance company;
(3) if necessary, provide the employee with a list of physicians/providers who accept Workers' Compensation patients; and
(4) send an e-mail to the employee notifying them of their FMLA rights if their absence is expected to last for more than three days or they are expected to be hospitalized for any duration of time.

5.11.3 Employee Responsibilities

(1) If the employee is going to be absent from work as a result of injury, immediately notify the benefits and wellness unit (ext. 1368).
(2) Provide human resources with your choice of the available payment options (see Section 5.11.4).
(3) Provide any health care provider or health care facility with the Workers' Compensation claim number and insurance company information.
(4) Mail all bills related to the work injury to the insurance company as soon as they are received. Retain copies of the cover letter and bills for your records.
(5) Contact the benefits and wellness unit weekly with an update on your prognosis and expected return to work date. This will allow your supervisor/department chair to schedule coverage or your return in a timely manner.
(6) Submit a Return to Work Certification Form before returning to the job.

When it is necessary to see a physician or to go to a hospital with a work-related injury, tell the health care provider that this is a work-related injury and that Workers' Compensation is liable for any expenses, not personal or group insurance. Invoices for medical services or prescriptions should be forwarded to:

PMA Customer Service Center
P.O. Box 24278
Tucson, AZ 85734-4278

All other correspondences may be directed to:

PMA Customer Service Center
P.O. Box 25250
Lehigh Valley, PA 18002-5250

You can reach the PMA call center to inquire about your Workers' Compensation issues at 1-888-476-2669.

5.11.4 Workers' Compensation Payment Options

Employees who are absent due to work related injury may receive Workers' Compensation payments after the third day of injury/absence. The insurance company will determine if an injury is compensable under Maryland Workers' Compensation laws. During the first three days of absence, an employee may use their accrued vacation or sick leave, if any is available. Employees who expect to be absent from work for more than three days should immediately contact the benefits and wellness unit to decide which payment option will work best for them. The options are:

(1) Receive Workers' Compensation payments from the insurance company only. In this instance, employees will not use their accrued time. However, employees will be billed for benefit premiums, retirement contribution will cease, and there will be no accrual of sick/vacation leave during the absence if this option is elected.
(2) Continue receiving full salary from Loyola by using accrued leave. Checks/payments received from the insurance company must be signed over to Loyola University Maryland if this second option is elected.
(3) Supplement Workers' Compensation payments with accrued leave. In this instance employees will receive a weekly payment from the insurance company and a check from Loyola, not to exceed 100 percent of the regular salary when the two are combined. Benefits deductions continue, retirement contributions will be made on the Loyola payment, and accruals will be earned on a prorated basis using the reduced salary.

Absences due to a bona-fide Workers' Compensation injury that also qualify under the FMLA may not require the employee to exhaust their accrued leaves. If a use of accrued leave option is chosen, the supervisor/department chair must be immediately notified so the absence is recorded appropriately on the time sheet, administrative leave report, or the electronic time keeping system. No one under any circumstances may be paid in full by the University and receive Workers' Compensation payments at the same time. Further information may be obtained from the benefits and wellness unit (ext. 1368) or from:

The Maryland Workers' Compensation Commission
10 East Baltimore Street
Baltimore, MD 21202, (410) 864-5100

5.12 Retirement Program

The University provides three ways for eligible employees to save for a secure financial future in their retirement. In addition to social security, the University sponsors a regular 403(b) retirement

plan and a tax-deferred annuity plan. Eligible employees' contributions are placed directly into their retirement accounts on a tax-deferred basis. The tax liability is reduced because employees do not pay federal or state (in most states) taxes on their contributions until the contributions are withdrawn.

5.12.1 Regular Retirement Plan

The Regular 403(b) Retirement Plan allows participants to make voluntary tax-deferred contributions to a tax-deferred retirement account. The tax-deferred status of the retirement contributions is governed by the Internal Revenue Code. To participate in this plan, an employee must complete a Salary Reduction Agreement and the necessary enrollment form(s). Investments are made at the direction of the participant into one of the University-approved investment companies. The University does not make plan contributions to a participant's retirement account during periods of unpaid leave. In order to receive the University retirement contribution of 11 percent of base pay, all of the following must apply:

- The employee has attained age 21; and
- completed one year of service at the University (at least 1,000 hours over 12 months); and
- made a tax-deferred employee contribution of at least 2 percent of their base pay.

The one-year waiting period may be waived if one year of continuous full-time employment (just prior to employment with the University) has been completed at an accredited four-year higher educational institution. Both the University contribution and 2 percent employee contributions are directed into the participant's regular retirement account. Further details and information may be obtained from a member of the benefits and wellness unit. These terms are and must be consistent with the conditions defined by the 403(b) summary plan document.

5.12.2 Tax-deferred Annuity Plan (Supplemental Savings Plan)

A supplemental savings plan is available to all employees the first of the month coinciding with or following their date of hire. Employees do not have to be eligible for the University Regular Retirement Plan to participate. The plan allows participants to make voluntary tax-deferred contributions to a retirement account by completing the Salary Reduction Agreement (SRA) and the enrollment forms. Tax-deferred retirement contributions to a supplemental savings plan are governed by the Internal Revenue Code. Investments are made at the discretion of the participant into one of the University-approved investment companies. Please contact the benefits and wellness unit (ext. 1368) for details about this benefit.

5.12.3 Social Security (FICA – FICM)

Social security is a mandatory statutory benefit, which requires that all new employees present a social security card to the human resources office before they can begin to work. Social Security provides a retirement fund for individuals who have worked the number of years required for eligibility. Other social security benefits include disability income, survivor, dependent and medical benefits. The employee's compensation is matched by a University contribution. The employee and University contribution rates are determined by the federal government. Further information may be obtained from:

Social Security Administration
6401 Security Boulevard
Baltimore, MD 21235, (410) 965-1234

5.13 Tuition Remission and Tuition Exchange Benefits

Regular full-time employees, their spouses, dependent children, and part-time employees may apply for tuition remission benefits at Loyola University Maryland. The tuition remission benefit applies only to tuition charges. The employee is responsible for all other charges, such as books, fees, special charges, housing and independent studies. Ph.D., Executive MBA, and Fellows courses, continuing education units, courses that have not met minimum enrollment, and courses over maximum enrollment levels are not covered.

All prospective students must meet the criteria established by the University for admission. Specific information regarding admission criteria may be obtained from the admission office (ext. 5012 – undergraduate or ext. 5020 – graduate).

The provisions herein regarding the taxation of the various tuition remission and exchange benefits do not constitute and should not be construed as tax advice. The tax treatment of tuition benefits is subject to change and employees are advised to consult their tax advisors with respect to questions regarding individual tax obligations.

5.13.1 Full-time Employee Eligibility

Regular full-time employees receive 100 percent tuition remission effective the first full semester following the completion of 1 year of continuous employment. To continue in the tuition remission program, employees must remain in an eligible academic and employment status. This benefit is extended to retirees.

5.13.2 Part-time Employee Eligibility

Regular part-time employees with a minimum of one year of continuous service receive tuition remission on a prorated basis. For example, someone working 40 percent of a regular full-time schedule would be eligible for 40 percent tuition remission. Spouses and children of part-time employees are not eligible for tuition remission benefits.

5.13.3 Course and Credit Guidelines for Employees

Tuition remission for eligible employees is limited to a maximum of two undergraduate or graduate courses or six credit hours per fall and spring semesters, whichever is less. Each summer session (SUI, SUII and Alternate) is treated as one semester, and one course will be authorized during any given summer session. Summer courses overlapping into another summer session will not be authorized for tuition remission. There is no limit on the number of undergraduate and graduate degrees obtained by employees through tuition remission.

5.13.4 Flex Schedule for Staff Employees

The University encourages supervisors/department chairs to support the professional development of staff employees by allowing flexible work schedules, as long as the workflow of the department is not affected. Employees may attend one course per semester (fall/spring) during the normal workday without being required to use vacation or personal leave provided that:

- the course is not offered at a time outside regular working hours; and
- the employee obtains the supervisor/department chair's approval by completing a

Flexible Schedule Form (for the employee to attach to the tuition remission application) prior to registration.

The Flexible Schedule Form may be obtained from the human resources office Web site at ***www.loyola.edu/hr/forms.***

5.13.5 Taxation of Tuition Remission Benefits for Employees

Tuition remission benefits for employees for undergraduate courses should be excluded from the employee's income and non-taxable. Employee tuition remission benefits for graduate-level coursework up to $5,250 per year also should be excluded from the employee's income and non-taxable. Graduate tuition remission benefits received by an employee that exceed $5,250 in any given year will be added to the employee's taxable wages and subject to income and employment tax withholding unless the excess benefits qualify as a "working condition fringe" benefit. Among the requirements for "working condition fringe" treatment is a determination that a course enhances the employee's ability to perform his/her current job (i.e., does not qualify the employee for a new job or enable him/her to meet the minimum educational requirements for the employee's current position). The "working condition fringe" analysis will be conducted on a course-by-course basis by the human resources office.

5.13.6 Employee Separation from the University

If an employee separates from Loyola University Maryland prior to the end of the semester or summer session, payment of the prorated balance of the tuition is the employee's responsibility. The same is true of an employee who loses eligibility.

5.13.7 Application Process

Applications for tuition remission benefits are available on the human resources Web site at ***www.loyola.edu/hr/forms*** and must be completed, authorized and returned prior to the beginning of the semester or summer session. Completed applications for tuition remission and an authorized Flexible Schedule Form, if applicable, are to be forwarded or delivered to the human resources office for approval. Approval from human resources requires a 24 -hour turn-around-time. It is the employee's responsibility to arrange adequate time to complete the application and approval process prior to the start of classes.

5.13.8 Spouse

Tuition remission benefits for a spouse apply to tuition charges for undergraduate and graduate level credit courses listed in the University catalogue, except as limited by Section 5.13.8.5. All prospective students must meet normal criteria for admission. Specific information regarding admission criteria may be obtained from the admissions office (ext. 5012 – undergraduate or ext. 5020 – graduate).

5.13.8.1 Eligibility

An eligible spouse of a regular full-time employee is entitled to 100 percent tuition remission benefits effective the first full semester following the employee's completion of two full years of continuous employment.

5.13.8.2 Taxation of Tuition Remission Benefits for Spouse

A tuition remission benefit for an eligible spouse taking undergraduate level courses should not be considered taxable. Currently, spousal tuition remission at the graduate level is taxable to the employee. Regulations are revised and

published annually by the IRS. Please check the IRS criteria for taxation of tuition remission benefits with the IRS or your tax advisor annually.

5.13.8.3 Separation from the University

If an employee separates from Loyola University Maryland prior to the end of the semester or summer session, the prorated balance of the spouse's tuition will be the employee's responsibility. The same is true if an employee loses eligibility.

5.13.8.4 Application Process

Applications for tuition remission benefits are available on the human resources Web site at ***www.loyola.edu/hr/forms*** and must be completed and authorized prior to the beginning of the semester or summer session. Completed applications for tuition remission are sent or delivered to the human resources office for approval. Approval from the human resources office requires a 24-hour turn-around-time. It is the applicant's responsibility to arrange adequate time to complete the application and the approval process prior to the start of classes. If the spouse is attending Loyola University Maryland on a full-time basis only one tuition remission application should be completed, and both fall and spring semesters should be checked on the application.

5.13.8.5 Charges

The tuition remission benefit for spouses only covers the cost of tuition; it is the employee's responsibility to pay for charges, such as books, fees, special charges, and independent studies. In addition, Ph.D., Executive MBA, and Fellows courses; continuing education units; courses that have not met minimum enrollment; and courses over maximum enrollment levels will not be covered.

5.13.9 Dependent Children

"Dependent child" is defined by the Internal Revenue Service. If for any reason the parents of the child requesting remission do not file a joint return for the year in which remission is granted, the child must be claimed as a dependent on the tax return of the regular full-time Loyola-employed parent or retiree. Stepchildren will also be granted remission if they are claimed as dependents for tax purposes. Regular full-time employees applying for tuition remission benefits for dependent children or stepchildren must provide a copy of their most recent federal tax return (Form 1040) for each year in which the child receives remission to verify dependency or a court order awarding full custody to the Loyola employee/parent for the school year covered. The employed person may be charged retroactively and required to pay the cost of the tuition to the University if tax returns or court documentation is not submitted on time or if the employee's tax returns do not claim the child as a dependent. Tuition remission benefits for a dependent child apply only to tuition charges for undergraduate level credit courses listed in the University catalogue as further limited by Section 5.13.9.5. All prospective students must meet normal criteria for admission. Specific information regarding admission criteria may be obtained from the admissions office (ext. 5012).

5.13.9.1 Eligibility

An eligible dependent child of a regular full-time employee is entitled to 100 percent tuition remission benefits effective the beginning of the first full academic year (not semester) following the employee's completion of five full years of continuous employment.

5.13.9.2 Taxation

The tuition remission benefit provided to dependent children under this section, Section 5.13.9, should not be taxable.

5.13.9.3 Course and Credit Guidelines

An eligible dependent child may take courses at Loyola University Maryland toward one undergraduate degree. The tuition benefit for dependent children is limited to 10 semesters (5 academic years) for an undergraduate degree. Therefore, dependent children are encouraged to attend Loyola University Maryland on a full-time basis. Dependent children may also take general undergraduate level courses during the academic year and/or summer sessions not related to obtaining a degree.

5.13.9.4 Separation from the University

If an employee separates from Loyola University Maryland prior to the end of the semester or summer session, payment of the prorated balance of the child's tuition will be the employee's responsibility. The same is true if an employee loses eligibility.

5.13.9.5 Application Process

Applications for tuition remission benefits are available on the human resources Web site at ***www.loyola.edu/hr/forms*** and must be completed and authorized prior to the beginning of the semester or summer session. Completed applications for tuition remission are sent or delivered to the human resources office for approval. Approval from the human resources office requires a 24-hour turn-around-time. It is the employee's responsibility to allow adequate time to complete the application and approval process prior to the start of classes. If the child is attending Loyola University Maryland on a full-time basis, one tuition remission application should be completed, and both fall and spring semesters should be checked on the application.

5.13.9.6 Charges

The tuition remission benefit only covers the cost of tuition; it is the employee's responsibility to pay for all other charges, such as books, fees, special charges, and independent studies. In addition, continuing education units, courses that have not met minimum enrollment, and courses over maximum enrollment levels will not be covered.

5.13.9.7 Tuition Remission Death Benefits

The spouse and dependent children of a full-time employee who dies while employed by Loyola University Maryland will be granted prorated tuition remission benefits at Loyola University Maryland based on the employee's length of service. An eligible spouse may receive 10 percent of tuition remission for each completed year of the employee's continuous full-time service beyond the employee's two year qualifying period (up to 100 percent). Eligible dependent children also receive 10 percent of tuition remission for each completed year of the employee's continuous full-time service beyond the employee's five year qualifying period. Dependent children's tuition remission death benefits are limited to undergraduate level course work at Loyola. The tuition remission death benefit does not apply to high school tuition, FACHEX or

The Tuition Exchange, Inc. programs.

5.13.10 Faculty, Administrators and Staff Exchange (FACHEX) Program

The University participates in a Jesuit Faculty and Staff Children Exchange Program (FACHEX). FACHEX is an undergraduate tuition remission program for dependent children of eligible full-time employees. It permits a limited number of dependent children who are eligible for tuition remission at Loyola University Maryland to receive the same benefit from a majority of Jesuit colleges and universities. Benefits are subject to the individual student applying and meeting the full-time admission criteria at the given school. A list of participating schools may be obtained at ***www.tuitionexchange.org/memlist.cfm.*** Specific information regarding admission procedures and criteria may also be obtained directly from the schools participating in the FACHEX program.

5.13.10.1 Eligibility

Eligibility for FACHEX tuition remission for dependent children of full-time employees is effective the first full academic year following the employee's completion of five full years of continuous service. The employee must continue to meet Loyola's eligibility criteria to remain eligible.

5.13.10.2 Value of FACHEX Tuition Remission

The amount of the full FACHEX remission is defined by the terms and conditions set by the host institution.

5.13.10.3 Course and Credit Guidelines

FACHEX tuition remission pertains to full-time enrollment during the regular academic semesters. Summer courses, prerequisite courses, and mini-semester courses are not covered by this benefit. Loyola reserves the right to limit the number of FACHEX tuition scholarships it offers in order to maintain a balance between the number of exported students and imported students.

5.13.10.4 Taxation of FACHEX Tuition Remission Benefits

FACHEX tuition remission for a dependent child should not be taxable.

5.13.10.5 Application Process

The dependent child applies for admission to one or more of the FACHEX schools. At the same time, the eligible employee completes the Tuition Scholarship Preliminary Application. The Tuition Scholarship Preliminary Application may be obtained on the human resources office Web site at ***www.loyola.edu/hr/forms***. The most recent 1040 tax form must be attached and forwarded with the completed Tuition Scholarship Preliminary Application to the Loyola human resources office. The human resources office contacts the individual school(s) to verify eligibility once the completed paperwork is received and approved. Each year it is the employee's responsibility to verify to the human resources office that the student will be returning to the school. The human resources office must submit a re-certification form each year to the school for returning students. If the human resources office does not receive notification each year, the re-certification will not be submitted and the tuition remission benefit may be forfeited. There are no guarantees given to eligible employees that their dependent children will be received into the FACHEX program at the college or university of their choice. Each FACHEX school

determines the maximum number of FACHEX awards available and sets its own criteria for deciding who is going to receive the benefit. Students should contact the schools directly concerning the possibility of any openings that might be available.

5.13.10.6 Separation from the University

If an eligible employee separates from Loyola University Maryland or loses eligibility prior to the end of the semester, the student may be allowed to continue through the end of the semester but loses eligibility for the next term.

5.13.10.7 Charges

Students participating in the FACHEX program are expected to pay all fees assigned by the institution receiving the student. These fees may include but are not limited books, lab fees, and room and board charges.

5.13.11 Tuition Exchange, Inc. (TE) Program

Loyola University Maryland belongs to Tuition Exchange, Inc., a national network of over 530 higher education institutions. Membership includes private as well as public institutions, liberal arts colleges and comprehensive institutions of higher education, and specialized schools. Dependent children of eligible employees may apply for undergraduate admission to one of the participating institutions. If the eligible dependent child is accepted, he or she is eligible for tuition remission subject to the terms and conditions set by the admitting institution. All prospective students must apply and meet the full-time criteria for admission. There are no guarantees given to eligible employees that their dependent children will be awarded a TE scholarship at the college or university of their choice. Each TE school determines the maximum number of awards available and sets its own criteria for deciding who is going to receive the benefit. Students should contact the schools directly concerning the possibility of available TE scholarships, admission procedures, and criteria.

5.13.11.1 Eligibility

Eligibility for TE remission for dependent children of full-time employees is effective the first full semester coinciding with or following completion of five years of continuous service. The eligible employee whose employment conveyed eligibility for tuition remission must continue to also meet Loyola's eligibility criteria.

5.13.11.2 Value of TE Tuition Remission

Tuition Exchange, Inc. sets a minimum rate of tuition remission each year for participating schools. The host institution sets the amount of TE remission to award each year. Most member schools offer a basic award of full tuition or the minimum rate. Schools have the option to charge students the difference between their tuition and the minimum rate. Some schools with tuition less than the minimum set rate may offer more than basic tuition awards. Information regarding rates may be obtained from the human resources office.

5.13.11.3 Course and Credit Guidelines

Tuition remission pertains to full-time, undergraduate enrollment during regular academic semesters. No summer courses or prerequisite courses are included in this benefit. There is a limit of eight semesters to receive TE remission. Even dependents eligible for TE scholarships are not guaranteed an award. The fact

that an institution belongs to TE only allows eligible employees the right to apply for a scholarship. Loyola may have to limit the number of TE scholarships it offers in order to maintain the required balance between the number of exported students and imported students.

5.13.11.4 Taxation of TE Tuition Remission Benefits

TE tuition remission scholarships received by a dependent child should not be taxable.

5.13.11.5 Application Process

When an eligible child begins thinking about applying to TE colleges, he/she should request that Loyola University Maryland send a notice of eligibility to those participating schools by completing the Tuition Scholarship Preliminary Application. This form may be obtained from the human resources Web site at ***www.loyola.edu/hr/forms***. The completed form and the most recent 1040 tax form should be forwarded to the human resources office. It will be the responsibility of the human resources office to contact the individual schools to verify eligibility once the completed paperwork is received. Tuition Exchange scholarships are competitive. Applicants must first meet all regular admittance requirements of the college or university to which they have applied. Only then may an applicant be considered for a Tuition Exchange scholarship. More competitive institutions may receive a higher number of applications from qualified students than they can accept. These institutions take additional steps to select among qualified candidates, establishing a lottery system, higher academic standards, or a rolling acceptance policy. To avoid disappointment, applicants should apply early and apply to one or two less competitive institutions as well as to their first choice.

5.13.11.6 Retaining Scholarships

Tuition Exchange students must meet the institution's standards for academic performance and personal conduct to retain their scholarship. The employee related to the student must also continue to meet eligibility criteria. Each year it is the employee's responsibility to verify to the human resources office that the student will be returning to the school. The human resources office then submits a re-certification form to the TE school for the student returning that year. If the human resources office does not receive notification from the eligible employee each year, the re-certification will not be submitted and the tuition remission benefit may be forfeited.

5.13.11.7 Separation from the University

If an eligible employee separates from Loyola University Maryland or loses their eligibility status prior to the end of the semester, the student may be allowed to continue through the end of the semester but loses eligibility for the next semester. The employee should contact the high school or importing college/university regarding tuition payments.

5.13.11.8 Charges

Students participating in the TE program are expected to pay for all books, fees and room and board charges assigned by the institution receiving the student, unless those items are specified as a part of the award. Questions about the TE and FACHEX benefits may be directed to the benefits and wellness unit (ext.

1368).

5.13.12 High School Tuition Remission

Eligible full-time employees may also request tuition remission for their dependent children to attend Mercy High School, Calvert Hall and/or Loyola Blakefield. To participate in the high school tuition remission benefit, dependent children must submit the appropriate admission application and be accepted for admission as a full-time student at the respective high school. Specific information regarding admission procedures and criteria may be obtained directly from the high school.

5.13.12.1 Eligibility

Faculty, staff and administrators hired on or after February 1, 2004 are not eligible for the high school tuition remission benefit. However, full-time employees hired prior to February 1, 2004 are grandfathered and will continue to receive high school tuition benefits for their eligible dependent children. Tuition remission for dependent children of grandfathered full-time employees is effective the first full academic year (not semester) following the completion of five years of continuous service. Employees participating in the high school tuition remission benefit must continue to meet Loyola's eligibility criteria to continue in the program. If provisions of the contracts with the participating high school change, the University may also change, adjust or abolish the high school remission benefits at that same time.

5.13.12.2 Course and Credit Guidelines

High school tuition remission benefits are limited to four years per dependent child. This benefit covers only high school tuition for full-time enrollment during the regular academic semesters. Summer courses and prerequisite courses are not included in this benefit.

5.13.12.3 Taxation of Tuition Remission Benefits

The high school tuition remission benefit for a dependent child should not be taxable.

5.13.12.4 Application Process

To request high school tuition remission, a Dependency Certification Form must be completed and submitted to the human resources office. Each high school sets different deadlines for tuition remission benefits. This form and deadlines may be obtained on the human resources office Web site at ***www.loyola.edu/hr/forms*.** The employee is responsible for obtaining and completing a new Dependency Certification Form each year tuition remission is requested. After the form is completed, attach your most recent tax form, and forward both items to the human resources office before the appropriate deadline. The human resources office will then contact the individual high schools to verify eligibility each year. If the Dependency Certification Form or most recent tax form is not submitted on time, tuition remission may not be granted by the high schools.

5.13.12.5 Separation from the University

If an employee separates from Loyola University Maryland prior to the end of the semester, the student may be allowed to continue through the end of that semester, but loses eligibility for the next term. The same is true if an employee loses eligibility.

5.14 Child Care Voucher Program

The Employee Child Care Voucher Program is designed specifically to help employees pay for qualifying, work-related child care occurring in Maryland.

5.14.1 Employee Eligibility

Employees must be benefits-eligible for the family medical plan and have child care costs directly related to the employee's work schedule. Additionally, the employee's spouse or partner must be employed, enrolled in school, or have a documented disability that prevents full-time parenting.

5.14.2 Qualifying Children and Child Care Providers

Children, birth through age 12, are eligible under the following circumstances: by birth, adoption, foster child or stepchild living with the Loyola employee, or a child place by court order in an employee's household.

Qualifying child care providers must fall into the following categories:

- Either a USDA, DLLR or Baltimore City certified Family Child Care Provider; and
- Infant care (6 weeks to 18 months);
- Toddler care (18 to 24 months);
- Preschool (2years to 4years);
- Pre-kindergarten (4 to 5 years); or
- Before or after school.

Additionally:

- Multiple child care arrangements are often necessary and are eligible for reimbursement.
- Programs offering experiences as "camp" or "recreational" opportunities are not eligible for program submission.
- No assistance will be awarded when a public school alternative is available.
- Assistance may not be used for optional classes offered at additional cost during regular child care hours.

5.14.3 Amount of Financial Assistance

- The total funds allocated, percentages and income levels are set by the University each year, and may vary.
- Complete employee application packets will be accepted on a first come, first served basis until the annual allocated funds are exhausted.
- A contact list will be maintained throughout the fiscal year and as funds become available, additional completed employee applications will be awarded assistance in the order in which they were received.
- In the case of two Loyola employee parents, voucher monies will be awarded to one employee parent on behalf of the family.
- The reimbursed rate will not exceed the average rate of providers offering similar services in the area, as documented by the human resources office.

- If the child is removed from qualified child care and this results in a refund to the parent, that portion of costs previously reimbursed by the University is required to be returned to the human resources office within 30 days.
- If an overpayment is made, an adjustment will be made in the subsequent pay period. The amount of overpayment will be subtracted from the next reimbursement check or payroll check, whichever comes first.

5.14.4 Application Process

(1) Current blank application forms are available on the human resources Web site at ***www.loyola.edu/hr/forms.*** Application materials will be distributed at open enrollment or may be requested through the benefits and wellness unit (ext. 1368).
(2) Completed application forms with a completed Provider Enrollment Verification Form will be date and time stamped as they are received and processed on a first come, first served basis.
(3) Incomplete forms will be returned to the employee and will be date stamped when they are completed and returned.
(4) Employee income, benefits eligibility and FTE status will be verified by the benefits and wellness unit.
(5) Child care providers will be contacted to verify state license or certification status, the child(ren)'s enrollment status and fees.
(6) Employees will be notified by the benefits and wellness unit via Loyola e-mail and will address eligibility, award and /or contact list status.

5.14.5 Reimbursement Process

(1) Employees with complete and approved applications on file must submit a completed Monthly Cost Verification Form to the benefits and wellness unit to initiate reimbursement:

Mail or Delivery: 5000 York Road, Room 200e, Baltimore, Maryland 21212
Fax: 410.617.5072
E-mail: ***mhooper@loyola.edu***

(2) Monthly Cost Verification Forms must be submitted within 30 days of the end of the month for which reimbursement is being requested (e.g. the Monthly Cost Verification Form for reimbursement of January costs must be submitted no later than February 28).
(3) Late Monthly Cost Verification Forms will not be processed.

5.14.6 Taxation of Child Care Voucher Benefit

Employees may receive up to $5,000 of non-taxable child care benefits. Regulations are revised and published annually by the IRS. Please check the IRS criteria for taxation of tuition remission benefits with the IRS or your tax advisor annually.

5.15 Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that established guidelines for protecting private personal health information (protected health information, or PHI). Employer's health plan, health care providers and health care clearinghouses must protect identifiable health information that is transmitted electronically, by paper or via verbal communication. HIPAA provides individuals with more control in how their

information may be used. Authorization must be received before certain types of identifiable information are used or disclosed. Employers cannot provide identifiable protected health information to an insurance broker. Steps must be taken to make sure the information is no longer identifiable (e.g., withhold names and identification numbers).

There are some records that are not covered by the HIPAA PHI guidelines. They are Workers' Compensation records, family medical leave records, sick leave doctor notes, fitness-for-duty notices, and occupational safety and health records.

Section VI.

LEAVE

VI. Leave

Vacation and sick leave hours are accrued each pay period. These periodic accruals add to the number of hours or days available to take as paid vacation or sick leave.

6.1 Vacation

Employees are encouraged to use their accrued paid vacation leave. Vacation leave may also be used to attend to personal matters or, when necessary, be used to supplement sick leave. Your vacation leave begins to accrue on your hire date; however, vacation leave may only be taken after the successful completion of your provisional period. Vacation leave does not accrue or accumulate during periods of unpaid leave.

6.1.1 Computation

a. Full-time Staff Employees
Full-time staff who work 12 months per year accrue 10 working days of vacation for each year of service. Following the completion of 4 years of continuous employment (at the beginning of the 5th year of continuous employment), staff begin to accrue at the rate of 15 vacation days per year. Following the completion of 9 years of continuous employment (at the beginning of the 10th year of continuous employment), staff begin to accrue at the rate of 20 vacation days per year. Staff earn accruals based on each hour paid during a normal bi-weekly pay period. Staff accrue vacation for regular hours worked; vacation hours are not accrued on overtime hours worked.

b. Full-time Administrative Employees
Full-time administrators who work 12 months per year accrue at the rate of 20 working days of vacation per year. Following the completion of 9 years (at the beginning of the 10th year of continuous employment), administrators begin to accrue at the rate of 25 vacation days per year.

c. Other
Employees who work less than full-time or full-time employees who work less than 12 months per year accrue vacation hours or days on a prorated basis using the appropriate administrator or staff annual total.

6.1.2 Scheduling

Use of vacation must be approved in advance by the individual’s immediate supervisor/department chair. Supervisors/department chairs may deny or limit requested vacation times that interfere with operations. Staff report their approved vacation hours on their time sheets or the electronic time keeping system, and administrators report the approved leave on their administrative leave reports each month or the electronic time keeping system.

6.1.3 Accumulation

Vacation leave does not accrue or accumulate beyond the maximum amount the employees are eligible to earn that year. Vacation leave automatically stops accruing once the balance has reached the maximum hours allowed. For example, an employee who is eligible to earn 10 working days of vacation per year may not accumulate a total of more than 10 days at any one point in time.

Full-time Support Staff			
Completed Years of Service	0-4	5-9	10 or more
Hours Accumulated Per Pay	2.89	4.33	5.77
Maximum Hours Allowed	75	112.5	150
Maximum Days Allowed	10	15	20
	**Part-time staff employees earn pro-rata vacation leave benefits*		

Full-time Public Safety and Transportation Staff			
Completed Years of Service	0-4	5-9	10 or more
Hours Accumulated Per Pay	3.08	4.62	6.15
Maximum Hours Allowed	80	120	160
Maximum Days Allowed	10	15	20
	**Part-time staff employees earn pro-rata vacation leave benefits*		

Full-time Administrator		
Completed Years of Service	0-9	10 or more
Hours Accumulated Per Pay	6.25	7.82
Maximum Hours Allowed	150	187.50
Maximum Days Allowed	20	25
	**Part-time administrators earn pro-rata vacation leave benefits*	

6.1.4 Payout of Unused Vacation Leave

Upon termination of employment, staff employees are paid for any remaining vacation accrual if submitted for payment before the payroll deadline following the employee's last pay for hours worked. Administrators must have the most recent 12 months of signed administrative leave reports on file in human resources upon termination in order to receive a vacation payout. When the administrative leave reports are received in human resources, the vacation payout will be made in the next available payroll cycle. Employees terminated during their provisional period will not receive a payout of their unused vacation leave.

6.1.5 Faculty Transfers

Full-time faculty members who transition into a full-time administrator position begin to accrue vacation leave at a rate based on their total years of service. Full-time faculty members transferring into a part-time administrator position begin to accrue vacation leave on a prorated basis upon the transfer date. When faculty transfer to an administrator position, vacation is not provided in a lump sum based on years of service but begins to accrue each pay period. When an administrator (full-time or part-time) transfers to a faculty position, any unused vacation leave is paid upon the termination of their administrative employment. Payment will be made for unused vacation leave in the payroll cycle as soon as practical following the employee's last administrative pay, as described above. Administrators must have a minimum of 12 months of signed administrative leave reports on file in human resources upon termination, or they are not

eligible to receive vacation payout. If any of the 12 required administrative leave reports were delayed, but are then received in HR, the vacation payout will be made in the next payroll cycle.

6.2 Sick Leave

Sick leave is paid leave granted to regular employees who are absent from work due to illness, injury, impairment, medical or dental appointments. As of October 1, 2008, sick leave may be used to care for a dependent child, spouse or parent. Sick leave begins to accrue on the first day of employment. However, sick leave may only be taken by staff after the successful completion of their provisional period, and by administrators after 90 days of employment. Sick leave shall not be used for any other purpose other than that described above. A supervisor/department chair may require a doctor's certificate verifying the employee or family illness. For additional information, contact the benefits and wellness unit (ext. 1368).

6.2.1 Notifying Your Supervisor/Department Chair

If you are ill, injured or unable to report to work, contact your supervisor/department chair at the beginning of the workday on each day of absence. Use the telephone number or method specified by your supervisor/department chair for this purpose. Failure to keep a supervisor/department chair informed of your absence for three consecutive days may be considered job abandonment, unless circumstances made it impossible to communicate with the supervisor/department chair. Staff sick leave hours must be reported on bi-weekly time sheets or the electronic time keeping system; and, administrators must report sick leave on the monthly administrative leave report or the electronic time keeping system.

6.2.2 Computing Sick Leave Accrual

a. Full-time Staff Employees
   Full-time staff who work 12 months per year accrue sick leave at the rate of 12 working days of sick leave annually. Following the completion of 4 years of continuous employment, staff begin to accrue at the rate of 20 sick days per year. Staff employees earn prorated accruals based on each hour paid during a normal pay period. Sick leave does not accrue for over-time hours worked.

b. Full-time Administrative Employees
   Full-time administrators who work 12 months per year accrue sick leave at the rate of 20 working days of sick leave annually.

c. Other
   Employees who work less than full-time or full-time employees who work less than 12 months per year accrue sick leave on a prorated basis.

6.2.3 Accumulation

Employees may accumulate sick leave up to a maximum of 6 months (130 work days). Once the maximum amount of hours is accrued, sick leave hours are not added until the accumulated balance falls below 130 work days. Sick leave automatically stops accruing once the balance has reached the maximum hours allowed. Sick leave accrual is suspended during periods of unpaid leave. No payment will be made for unused sick leave on termination of employment.

Full-time Support Staff		
Completed Years of Service	0-4	5 or more
Hours Accumulated Per Pay	3.47	5.77
Maximum Hours Allowed	975	975
Maximum Days Allowed	130	130
	**Part-time staff employees earn pro-rata sick leave benefits*	

Full-time Public Safety and Transportation Staff		
Completed Years of Service	0-4	5 or more
Hours Accumulated Per Pay	3.7	6.15
Maximum Hours Allowed	1040	1040
Maximum Days Allowed	130	130
	**Part-time staff employees earn pro-rata sick leave benefits*	

Full-time Administrators	
Completed Years of Service	Begins date of hire
Hours Accumulated Per Pay	6.25
Maximum Hours Allowed	975
Maximum Days Allowed	130
	**Part-time administrators earn pro-rata sick leave benefits*

6.2.4 Faculty Transfers

A full-time faculty member transitioning into a full-time administrative position receives 6 months (130 work days) of paid sick leave upon effective date of transfer. A full-time faculty member transferring into a part-time administrator position receives a prorated amount of sick leave on the date of the transfer. Payment is not made for unused sick leave if an administrator or staff employee transfers into a faculty position.

6.3 Attendance Policy

Employees are expected to be punctual and dependable. If an employee is unable to attend work, he/she must contact his/her supervisor/department chair within the timeframe established by the supervisor/department chair. All staff absences must be marked on the staff timesheet or entered into the electronic time keeping system. All administrator absences must be marked on the monthly administrative leave report. Examples of the proper notation include: sick leave, vacation, personal time, holiday, FMLA (Family and Medical Leave Act), Maryland Flexible Leave Act and time without pay. Supervisors/department chairs should contact the director of human resources generalist services for advice pertaining to issues of employee attendance including excessive absenteeism and/or lateness or leaving early (ext. 1367).

6.3.1 Repeated Absenteeism

Any absence for hospitalization or for three or more days may qualify for Family Medical Leave (FMLA). FMLA requires supervisors/department chairs to notify the benefits manager on the third consecutive day of an employee's absence or if the employee is hospitalized (ext. 1368). Frequent employee absences can create problems for the work units. A pattern of repeated or chronic absenteeism, other than FMLA qualified leave, may be considered by the supervisor/department chair as excessive. Excessive absenteeism may result in discipline, up to and including termination. Supervisors/department chairs reserve the right to address excessive absenteeism by requiring a doctor's certification validating the employee illness.

6.3.2 Counseling Guidelines

Five undocumented or unscheduled absences of two hours or more during a twelve-month period may result in a discussion between the supervisor/department chair and employee. Undocumented leave occurs when the employee cannot produce medical, jury duty, or other acceptable documentation for the absence. Unscheduled absence is leave that is not approved by the employee's supervisor/department chair in advance. FMLA absences may not be included in this count. This is an opportunity for the supervisor/department chair to remind the employee of the policy, to inform the employee that his/her absences are approaching an excessive level and to request corrective action. The supervisor/department chair should advise the employee to contact the human resources office or the University's Employees' Assistance Program (EAP) for confidential assistance in addressing the cause of the absences. The supervisor/department chair may require the employee to produce medical documentation for any future non-FMLA medical absences.

Six or more undocumented or unscheduled non-FMLA absences of two hours or more during a twelve-month period may constitute a pattern of excessive absence and result in a written warning that the employee's absences are excessive. A copy of the warning should be forwarded to the human resources office for the employee's personnel file. The supervisor/department chair should advise the employee to contact the human resources office or the University's Employee Assistance Program (EAP) for confidential assistance in addressing the cause of the absences. Any employee who will not or cannot correct a chronic excessive absence problem is subject to further disciplinary action up to and including termination.

Supervisors/department chairs of employees with a pattern of excessive absences should contact the director of human resources generalist services (ext. 1367) to determine if a formal warning and/or disciplinary action is appropriate. Coordinating with this unit will help ensure that the actions taken are consistent throughout the University.

6.3.3 Lateness

Employees with a pattern of arriving late and/or leaving early may be subject to discipline, up to and including termination. The supervisor/department chair may notify employees who have a pattern of arriving late and/or leaving early that their use of leave to cover these occurrences will not be approved. Any employee who will not or cannot correct their tardiness or early departure is subject to further disciplinary action up to and including termination. Absences, lateness or early departures appropriately documented and reported as FMLA eligible are not subject to disciplinary actions.

Supervisors/department chairs of employees with a pattern of lateness should contact the director of human resources generalist services to determine if a formal warning and/or disciplinary action is appropriate (ext. 1367). Coordinating with this unit will help ensure that actions taken are consistent throughout the University.

6.3.4 Patterns of Undocumented and Unscheduled Leave

Patterns of undocumented and unscheduled absences, lateness, and early departure may result in a formal warning and progressive discipline, up to and including termination. Warnings and disciplinary action should be developed in consultation with the human resources generalist services unit to ensure that actions taken are consistent throughout the University.

6.3.5 Counseling Guidelines for Suspected Alcohol or Drug Use

It is recommended for supervisors to follow these steps if there are patterns of behaviors that lead you to believe an employee may be abusing drugs or alcohol (for example, disheveled appearance; unsteady gait; slurred speech; bloodshot or glazed eyes; odor of alcohol on breath; Monday/Friday absence pattern; increased tardiness or failure to call in; frequent absences from work area; missed deadlines; changes in performance; moodiness):

1. Document the pattern of behaviors that led to the counseling. Provide specific examples to support your reasonable suspicion that substance abuse was involved. Note that alcoholism is considered a disability under ADA so in order to discipline an employee there must be either a violation of Loyola's policies (e.g., being under the influence or drinking at work) or an impact on job performance.

2. Remind the employee of the policy related to alcohol and drug use (Section 8.12 of the Staff and Administrator Policy Manual):
   An employee may not be under the influence of a controlled substance, alcohol, over-the-counter medication or prescription drug which affects job performance or poses a hazard to the safety and welfare of the employee or other employees.

3. Remind the employee that Loyola's Employee Assistance Program is available to provide assistance with problems of drug/alcohol abuse. Employees can call 800-765-0770 to speak with an EAP professional; the service is available 24 hours a day, seven days a week. Emphasize that this service is completely confidential.

4. Tell the employee if any of the observed patterns of behaviors continue the employee could be subject to further discipline, up to and including dismissal. Document this conversation in your management file.

5. If there are further incidents, contact Human Resources for advice on the appropriate progressive discipline and substance abuse testing.

   Follow these steps if you observe behavior that indicates the employee is impaired by drugs or alcohol while at work:

1. Document the behaviors you observe and ask another supervisor to observe the employee and to independently document the behavior they observe, if possible, so that there are at least two independent witnesses.

2. Describe what you both have observed to the employee. Tell the employee his/her behavior causes you to believe he/she is impaired by drugs or alcohol.

3. Ask the employee to submit to an immediate test at a certified laboratory to determine fitness for duty. The Benefits Unit of the Human Resources Office at ext. 1366 can assist with making arrangements with a Concentra medical site. (Any job-related testing for drugs or alcohol must be done at a certified lab in compliance with Maryland law; no breathalyzer or public safety-administered tests are acceptable for purposes of this policy). If the test indicates the employee is under the influence of drugs/alcohol and unfit for duty, he/she will be subject

to discipline up to and including termination.

4. If the employee agrees to the test, the employee should be escorted to a Concentra medical site. (Do not let the employee drive to the test site or drive home). Call Campus Police if the employee insists on driving while impaired.

5. If the employee refuses to submit to a fitness for duty assessment, say that refusal will result in immediate dismissal.

6.4 Bereavement

When a death occurs in an employee's immediate family, he/she is eligible to take paid bereavement leave up to a maximum of three working days to attend viewings, the funeral and/or make funeral arrangements. Part-time employees receive one day of paid leave equal to the number of hours they work if the leave is taken on a regularly scheduled work day. For the purpose of this bereavement policy, immediate family includes parents, parents-in-law, step-parents, grandparents, step-grandparents, spouse, children, step-children, siblings, step-siblings grandchildren and step-grandchildren. Bereavement leave may be granted for the death of a close relative or non-family member at the supervisor's/department chair's discretion on a case-by-case basis. In extenuating circumstances, the supervisor/department chair may grant an additional three days of paid leave to the employee.

In the event of an active employee's death, the supervisor/department chair should notify the human resources office as soon as possible. When appropriate, the human resources office will:

- initiate contact with the family to process benefits they may need;
- notify the president's office and public relations;
- notify Campus Ministry and the Loyola Clinical Center; and/or
- offer EAP support to the deceased employee's co-workers and colleagues.

6.5 Holidays

Observed holidays include New Year's Day, Martin Luther King Jr. Day, Good Friday, Easter Monday, Memorial Day and the Friday before, Independence Day and the day before or after, Labor Day, Thanksgiving Day and the Friday after, Christmas Holiday(s) and New Year's Day Holiday (vary by calendar year). Employees are also given one floating holiday to be scheduled at a time between Memorial Day and Labor Day. A current holiday schedule can be found at ***www.loyola.edu/hr/schedulesandcalendars***.

6.5.1 Holiday Pay

a. Full-time Employees

Regular full-time employees are paid their regular rate for observed holidays which are published annually. The employee must work or take paid leave for the balance of their regular schedule for the pay week in which the holiday occurs. Failure to work all regular hours or receive paid leave means that the employee does not get paid for the holiday. Staff employees required to work on any given holiday will be paid for the actual hours worked and will receive holiday pay based on their regular schedule, or are given a delayed paid holiday. This choice is made at the discretion of the supervisor/department chair. If a holiday falls on a day that is not part of a full time employee's schedule, the employee may take a delayed holiday on another day agreed upon by the employee and their supervisor. If the employee has lost time during the week which a floating or

delayed holiday is scheduled, they are not permitted to take the holiday. If an employee is not scheduled to work, but is asked to come in on a day that falls on a holiday, they will be paid for the hours worked and will receive holiday pay equivalent to the number of hours worked, not to exceed to the number of hours in their regularly scheduled shift, or are given a delayed paid holiday.

b. Part-time Employees

Part-time employees are paid for holidays at their regular rate for the number of work hours regularly scheduled on that day. In order for part-time employees to be eligible for holiday pay, the holiday must fall on a day they are regularly scheduled to work. The employee must work or take paid leave for the balance of their regular schedule for the pay week in which the holiday occurs.

c. Evening Shift Employees

On official University holidays, evening shift employees receive holiday pay for the hours that would have been worked on the evening shift. The evening of an official University holiday, when administrative offices are closed during the day, is a paid holiday for evening shift employees. A Friday holiday would be a Friday evening holiday for evening employees.

6.6 Personal Leave Days

All regular full-time staff are given three paid personal leave days during each benefit year. The benefit year ends on the last pay period end date prior to July 1. The benefit year begins on the pay period start date in which the pay period extends after July 1. This date is generally late June. New employees are given personal leave days on a prorated basis. Staff employees hired after February 1 may use their personal leave during their provisional period at the discretion of the supervisor/department chair. Whenever possible, personal leave days should be scheduled in advance. Personal leave is approved at the discretion of the supervisor/department chair. Personal leave days do not carry over from one benefit year to the next. Employees are not entitled to extra compensation in lieu of unused personal leave days. Personal leave does not convert to vacation benefits at termination, and are not paid out.

Personal Leave (Support Staff, Facilities and Public Safety)	
Days Allowed	*Qualifying Hire Date*
3	Hired in July, August, September, October
2	Hired in November, December, January, February
1	Hired between March 1 and March 15
0	Hired between March 16 and June 30
**Administrators and part-time staff do not receive personal leave*	

6.7 Family and Medical Leave Policy

The Family and Medical Leave Act of 1993, as Amended (FMLA) ensures eligible employees for up to 12 weeks of unpaid, job-protected leave each year for qualified reasons. Under FMLA, the University may require eligible employees to substitute accrued paid time in lieu of unpaid time. The University chooses to require employees use all accrued paid leave before unpaid time may be taken. The benefits manager administers the FMLA program for the University, including determining employee eligibility, notification, required reporting, and any return-to-work issues.

6.7.1 Eligibility for Family Medical Leave

To be eligible for Family Medical Leave, an employee must:

- have worked at Loyola for a total of at least 12 consecutive months; and
- have worked at Loyola at least 1,250 hours over the previous 12 months prior to the day the leave commences or is to commence.

Employees may receive up to a total of 12 workweeks of leave during a rolling 12-month period for one or more of the following reasons:

- The birth of a child, or to care for a newborn child during the first year of life; placement of a child for adoption or foster care, or to care for an adopted child or child in foster care during the first year.
- Care of a spouse, parent (or person who stands in substantially the same relationship), dependent under age 18 with a serious health condition, and/or anyone for whom the employee is a foster parent or legal guardian.
- An employee's own serious health condition that renders the employee unable to perform the functions of the employee's job.

As of January 16, 2009 two military family leave entitlements for eligible specified family members were implemented:

- Up to 12 weeks of leave for certain qualifying exigencies arising out of a covered military member's active duty status, or notification of an impending call or order to active duty status, in support of a contingency operation.
- Up to 26 weeks of leave in a single 12-month period to care for a covered service member recovering from a serious injury or illness incurred in the line of duty on active duty. Eligible employees are entitled to a combined total of up to 26 weeks of all types of FMLA leave during the single 12-month period.

If a husband and wife both work for the University, and are eligible for FML, they are only entitled to a combined 12 workweeks of leave taken for birth, adoption, foster care, to care for a parent, and military leave. Both employees are entitled to the full 12 weeks for their own illness or to care for a sick child or spouse.

6.7.2 Requesting Family Medical Leave

Employees seeking to use family and medical leave are required to provide 30 days advance notice, when the need for the leave is foreseeable. A written request for leave, medical or other certification, and a return-to-duty statement may be required both prior to the leave and prior to reinstatement from the leave, when appropriate. When the leave is not foreseeable, notice should be given as soon as possible. In the case of medical emergencies, the employee or a family member should contact the department supervisor/department chair by telephone as soon as possible. The supervisor/department chair should then immediately contact the benefits and wellness unit (ext. 1368). In addition, when the leave is for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt a department's operation and the employee should work with the supervisor/department chair to schedule the use of leave. All leave requests are to be directed to the benefits and wellness unit (ext. 1368).

6.7.3 FMLA Definitions of Serious Health Conditions

Serious health condition means an illness, injury, impairment, or physical or mental condition that involves either:

- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; or
- continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) due to:

    - a health condition (including treatment or recovery) lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also includes:

        a. treatment two or more times by or under the supervision of a health care provider; or
        b. one treatment by a health care provider with a continuing regimen of treatment; or

    - pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; or
    - a chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence; or
    - a permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or
    - any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

6.7.4 Intermittent Leave

An employee taking leave for personal illness or to care for a sick family member may take it on an intermittent basis, or by reducing scheduled work hours, if medical certification is provided that leave must be taken in that manner. Leave for birth or placement for adoption or foster care must conclude within 12 months of the birth or placement.

6.7.5 Definition of Family Member

Family member is defined as the employee's spouse, son, daughter or parent (but not a parent-in-law). A son or daughter is any child under 18 who is the biological child of the employee, who is adopted by the employee, or whom the employee supervises on a day-to-day basis and for whom the employee is financially responsible. A son or daughter is also defined as a child age 18 and over who is incapable of self-care because of a mental or physical disability. A parent is any individual who assumed day-to-day and financial responsibility for the employee when the employee was a child (in loco parentis).

6.7.6 Definition of Healthcare Provider

The definition of Healthcare Provider is a doctor of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctor practices; including

physicians, podiatrists, dentists, clinical psychologists, optometrists, chiropractors (for certain treatments), Christian Science practitioners, nurse practitioners and nurse midwives performing within the scope of their practice as defined under state and federal regulations.

6.7.7 Designating Leave

It is the employer's responsibility to designate leave as FMLA leave. An employer may make such a designation even when an employee would rather not use any of his/her FMLA entitlement. An employer's designation must be based on information obtained from the employee or an employee spokesperson (e.g., spouse, parent, physician, etc., if the employee is incapacitated). In this regard, an employee must provide enough information to enable the employer to make a determination, or the employer must make further inquiry to obtain the additional information. It is the sole responsibility of the benefits manager to determine an employee's eligibility, provide notification, and to designate FMLA leave.

6.7.8 Medical Certification

For leaves involving serious health conditions, the University requires verification of necessity for family or medical leave by a healthcare provider. The information required shall include:

- the date on which the serious health condition commenced and the probable duration of the condition;
- the appropriate medical facts within the knowledge of the healthcare provider that would entitle the employee to take family or medical leave;
- an estimate of the amount of time that the employee is needed to care for a family member or a statement explaining the extent to which the employee is unable to perform the functions of his/her position; and
- an expected return-to-work date.

Employees must submit certifications to the benefits manager in the human resources office within 15 calendar days of the date requested by the University. Failure to supply the required healthcare certification will result in leave not being designated as FMLA-qualifying and the time off could be deemed as excessive absenteeism. The University should request the medical certification at the time the employee requests leave or within two business days thereafter or, if leave was unforeseen, within two days of the leave commencing. During the leave, the University reserves the right to request re-certification of the medical condition that caused the employee to take the leave every 30 days and will inform the employee. The University may require the employee to report to the benefits manager on a pre-determined reporting schedule. These determinations are made by the benefits manager.

6.7.9 Paid Leave

The University requires employees to substitute any accrued sick, vacation and/or personal leave for any part of leave taken under this policy. The employer must notify an employee that paid leave will be counted as FMLA leave within two business days of making that determination. The notice must be confirmed in writing and given to the employee on or before the following payday.

6.7.10 Health Benefits

Employers are required to maintain group health insurance coverage for an employee on

FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. An employee may choose not to retain group health plan coverage during an unpaid FMLA leave. However, when an employee returns from leave, the employee is entitled to be reinstated on the same terms as prior to taking the leave. In some instances, the employer may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave. The University follows these requirements.

6.7.11 Reinstatement

An employee taking leave under FMLA will be returned to the employee's same position or to an equivalent position, unless there is a reduction in force, layoff, downsizing, or elimination of a position. Taking leave will not result in any loss of benefits or conditions of employment accrued prior to the beginning of the leave period. The University has the right, upon the employee returning from leave, to refuse to reinstate any benefits or condition of employment that has been discontinued for other employees similarly situated.

6.7.12 FMLA, ADA and Workers' Compensation

It is not uncommon for an employee injury or illness to be covered by FMLA, ADA, and Workers' Compensation laws. Under Workers' Compensation, an employee can be offered light duty. If the employee refuses light duty, this may result in the loss of Workers' Compensation benefits. Under the FMLA, an employer may offer light duty; however, it cannot compel or take any detrimental action if the employee declines light duty. The University runs leave for any Workers' Compensation injury, illness or impairment concurrent with FMLA if the employee is FMLA-eligible and the work-related absence is four or more days. When an employee is receiving Workers' Compensation, the employee may not elect, nor may the employer require the employee, to exhaust any form of accrued paid leave provided by the employer during any portion of the absence covered by the Workers' Compensation payments. A disability under the Americans with Disabilities Act (ADA) is not necessarily a serious health condition under the FMLA. Unlike the FMLA, the ADA requires an employer to make reasonable accommodations. Any questions involving the interaction of FMLA, ADA, and Workers' Compensation should be directed to the benefits and wellness unit (ext. 1368).

On occasion, an employee's illness or disability is severe enough to cause the employee to apply for disability benefits, because the condition cannot be reasonably accommodated to perform the essential duties of their position as required under ADA. If an employee:

- has exhausted his/her FMLA rights;
- does not have any leave left;
- does not qualify for an ADA accommodation; and
- has completed his/her application for disability;

the employee will be granted up to 30 days of paid leave for the processing of their disability retirement before their employment is terminated. The supervisor/department chair may begin recruitment for the position that the disabled employee is vacating, provided that the application for disability is completed and approved.

6.7.13 Medical Confidentiality

The University keeps all information relating to requests for family or medical leave

confidential. This information will be used only to make decisions in regard to the provisions of the FMLA, ADA, HIPAA or Workers' Compensation policies, when applicable. Supervisors/department chairs must submit all FMLA and other medical records to the benefits manager in the human resources office and should not retain any copies in their files. For further information concerning the handling of FMLA records, please contact the benefits and wellness unit (ext. 1368).

6.8 Parental Leave

Parental leave is paid leave provided by Loyola University Maryland to an employee for the purpose of bonding with a newly-born, adopted, or newly-assigned foster child, and to make necessary arrangements for the care of the child. This policy is administered in compliance with the Family Medical Leave Act of 1993, as Amended, which requires supporting documentation. If employees qualify, parental leave runs concurrently with family medical leave.

If an employee has nine or more months of continuous service at the time of parental leave the University will provide six weeks of consecutive paid parental leave from the date of the baby's birth. Those employees whose continuous service is more than three months, but less than nine months, will qualify for one week of paid parental leave for each full month of continuous service, beginning with the fourth month. The leave must be taken consecutively and will begin on the date of the baby's birth. Please see the chart below:

4 months of employment	= 1 week of paid leave
5 months of employment	= 2 weeks of paid leave
6 months of employment	= 3 weeks of paid leave
7 months of employment	= 4 weeks of paid leave
8 months of employment	= 5 weeks of paid leave
9 months or more of employment	= 6 weeks of paid leave

Employees whose period of actual medical disability (as determined by a physician) exceeds six weeks will be able to use accumulated sick or vacation leave to extend the period of paid leave. Should an employee have insufficient sick or vacation leave to cover an extended medical disability, an employee would be entitled to unpaid parental leave up to 12 weeks with supporting documentation. The maximum amount of parental leave requested cannot exceed 12 weeks in any continuous 12-month period for any individual or married couple, if both are employed by the University. University paid benefits will continue for the duration of the leave.

Application for parental leave is made to the supervisor/department chair, and authority to grant the leave is shared by the supervisor/department chair in consultation with the director of benefits and wellness. The maximum amount of parental leave may not exceed 6 weeks of parental leave in any one 12-month period. These policies are administered in compliance with the Family and Medical Leave Act of 1993, as Amended, which requires supporting medical documentation. For more information, please contact the benefits and wellness unit (ext. 1368).

6.9 Unpaid Medical Leave of Absence

The employee's division vice president and the employee's immediate supervisor/department chair, in consultation with the benefits manager, may grant a requesting employee leave of absence without pay (beyond FMLA leave) for a specified period of time if it does not conflict with the needs of the University and the work load of the unit concerned. Benefits may be maintained at the employee's expense for the specified period of absence. The employee shall be returned to his/her same position upon the return from an unpaid personal leave of absence unless

the position has been eliminated due to an approved reorganization or reduction-in-force. An unpaid personal leave of absence shall not be approved for more than six months.

6.10 Professional Leave

Administrators and staff employees who wish to enroll in courses, workshops, or other off-campus programs lasting three or fewer days may request professional leave for that period of time. Permission for such absence may be authorized by the requesting individual's immediate supervisor/department chair provided the operation of the unit is not adversely affected. The vice president decides upon requests for professional leave lasting more than three workdays, whether the days are consecutive or not. The status of compensation during a lengthy extended professional leave (two or more consecutive weeks) including salary and benefits will be governed by a written agreement signed by the assistant vice president for human resources, the appropriate vice president and the president. The employee shall be returned to his/her same position upon the return from an unpaid professional leave of absence unless the position has been eliminated due to an approved reorganization or reduction-in-force. For further information concerning professional leave, contact the benefits and wellness unit (ext. 1368).

6.11 Military Leaves of Absence

6.11.1 Military Leave – Active Duty

The University grants military leaves of absence to employees who volunteer or are called to serve on active duty in the armed forces of the United States. An employee taking a military leave must promptly notify his/her immediate supervisor/department chair of such leave and indicate, to the best of the employee's knowledge, the dates of such leave. Employees requesting military leave must provide their immediate supervisors/department chairs with a copy of their military orders. A copy of the military orders will be retained in the employee's personnel file housed in the human resources office. Eligible employees' benefits and salary will be continued as follows:

- Continued salary, leave accrual, and retirement contributions for the first 30 calendar days of call to active duty.
- Continued participation in insurance benefits at the employee rates for six months immediately following a call to active duty. At the end of the 6 months, if the employee chooses, he/she may elect COBRA for 18 months.
- Continued tuition remission benefits for spouse and dependents up to 24 months. If the length of military leave is greater than 24 months, a case-by-case review will be conducted by the assistant vice president for human resources with recommendations from the director of compensation and the director of benefits and wellness.
- Continue to make the Employee Assistance Program (EAP) available to activated reservists and their families for the duration of their service up to a maximum of five years.

The rules and guidelines for allowable length of absence, return to work notification, reinstatement and reemployment rights will be governed by the Uniformed Services Employment and Reemployment Right Act of 1999 (USERRA) and other applicable federal and state laws at the time of the veteran's return.

6.11.2 Military Training

Any regular employee called to active duty for National Guard or Reserve training duty receives up to 15 calendar days of paid leave during any calendar year. Full salary and benefits will be continued during this absence. A copy of the military orders are sent to human resources, and retained in the employee's personnel file. Employees who are in their provisional period are given an unpaid leave of absence.

6.12 Jury Duty

A regular or provisional employee summoned for jury duty including grand jury duty or subpoenaed to testify is, upon presentation of the summons or subpoena, authorized to be absent from his/her work for the actual time required by such service. An employee so summoned must notify his/her immediate supervisor/department chair and the human resources office as soon as possible after receipt of the summons. Full salary and benefits will be continued during this absence. A copy of the summons will be placed in the employee's personnel file.

Section VII.

EMPLOYEE RELATIONS, GROUPS, SERVICES, FACILITIES AND AWARDS

VII. Employee Relations, Groups, Services, Facilities and Awards

7.1 Employee & Employer Relations

Employees with job-related issues or concerns, who need an interpretation of University employee policies, workplace mediation or conflict resolution services may request confidential assistance through the human resources office. The department also offers consultation to supervisors/department chairs on improving work climate, employee performance, and team performance. Contact the director of human resources generalist services (ext. 1367) for more information or a list of available resources.

7.2 Employee Professional and Personal Development

A variety of programs are offered throughout the year by the human resources generalist services unit. Professional development programs are routinely communicated to employees via the NewsHound and employee mailings. An updated schedule of professional development programs may be viewed at ***www.loyola.edu/hr/trainingschedule***. More than 1100 online courses are offered via *SkillSoft*, the University's web-based training program. The human resources generalist services unit also has videos, books, and other resources which may be borrowed by any University employee. The office also offers assistance in preparing development plans, individual coaching and referrals to external training and development resources. Contact the director of human resources generalist services for more information, *SkillSoft* access, or a list of available developmental opportunities (ext. 1367).

7.3 McGuire Scholars Program

McGuire Scholars is a program designed to help Loyola employees take advantage of Loyola's tuition remission benefit by helping them prepare for admission to Loyola University Maryland and become successful Loyola students. The program is named for Father Daniel McGuire, S.J. who provided financial assistance and other support to Loyola students to enable them to remain at Loyola when it would have been impossible otherwise.

Participants in McGuire Scholars will receive guidance to determine whether a Loyola degree will help them to realize their personal goals; assistance in navigating Loyola's admissions process; classroom training to sharpen reading, writing, math and computer skills necessary for University admission and academic success; workshops on time management and study skills; and mentoring and counseling designed especially for the employed adult student – during both the pre- and post-admission phases of the program. For further information, please contact the director of human resources generalist services (ext. 1367) or the dean of first-year students and academic services (ext. 5547).

7.4 Faculty/Staff Development Assistance Program

The University assists its faculty, staff and administrative employees with their professional development through remission of tuition for on-campus courses and other programs, through its management development and training program, and through University membership in professional organizations.

7.5 Loyola University Maryland Financial Crisis Assistance Fund

The Loyola University Maryland Financial Crisis Assistance Fund provides emergency assistance in the form of a grant or low-interest loan. To be considered for the fund, the employee must have insufficient resources to deal with immediate consequences of a disastrous, catastrophic or major life event. An event will be considered a disaster or catastrophe if it is sudden, unanticipated or accidental. Examples of emergency situations which could be considered for assistance include,

but are not limited to:

- Fire
- Natural disaster, such as: flood, tornado, hurricane, etc.
- Theft or loss of essential property
- Unanticipated loss of spouse employment with short-term transitional financial need,
- Accident
- Illness/disability resulting in unexpected financial hardship.

Situations such as foreclosure on a home, delinquent bills, taxes or insurance premiums, tuition and bringing relatives to the US from overseas are unlikely to be covered by the fund. Employees applying for assistance must:

(1) Provide documentation that an actual crisis exists (e.g., eviction notices, utility turn-off notice, lease agreement).
(2) Meet with a GEDCO CARES counselor before the Loyola Crisis Assistance Fund Panel can consider the request (see Section 7.5.3).
(3) Meet with a Loyola approved budget counselor before the Loyola Crisis Assistance Fund Panel can consider the request.
(4) Submit a completed application to the director of human resources generalist services in the human resources office.

Once the above steps are completed, the director of human resources generalist services will submit the application to the Loyola Crisis Assistance Fund Panel and the panel will determine whether a grant or loan is appropriate. A copy of the application and additional information can be found at ***www.loyola.edu/hr/crisisfund.*** Please contact the human resources office with questions or for assistance with the application process (ext. 1367).

7.5.1 Crisis Assistance Fund Grant Program

The Loyola University Maryland Crisis Assistance Grant provides employees with a taxed grant of up to $1,000 or no more than 10% of the fund balance.

Any non-temporary faculty, staff or administrator of the University who has satisfactorily completed six months of continuous service is eligible to receive a grant from the fund. The intention of this policy is to limit receipt of a grant to 1 time within a rolling 18-month period and twice within the duration of the applicant's employment with Loyola.

7.5.2 Crisis Assistance Fund Loan Program

The Loyola University Maryland Emergency Loan Program may co-sign short-term loans from $300 to $1000 to meet the specific emergency needs of those employees who satisfy the criteria as defined below. The loans are underwritten through an agreement between the University and the First Financial Federal Credit Union. The employee must be a member of the First Financial Federal Credit Union, or be willing to become a member of this organization, in order for the loan to be repaid by the employee through authorized direct deposit from wages of the employee to the First Financial Federal Credit Union. The minimum balance requirement for the Credit Union may be included as part of the loan.

The loan is provided by the Credit Union and subject to the current Credit Union rate of

interest. The loan may be repaid early in order to reduce interest charges. In addition, the loan may be obtained independent of all other commitments that an applicant may have with the Credit Union (no Debt Ratio or Credit Rating is calculated by the Credit Union for applicants).

The loan will be available only if the applicant meets the criteria for a loan, as assessed by the Loyola University Emergency Crisis Fund Panel and the First Financial Federal Credit Union. To be eligible for an emergency loan, the applicant must:

- Be a non-temporary full-time or core employee (faculty, staff or administrator).
- Be scheduled to work 30 hours or more per week.
- Have satisfactorily completed 12 months of continuous service.
- Be in good standing with the University (this includes having no active serious discipline such as a performance improvement plan, suspension or disciplinary probation; having no open investigation regarding conduct which could result in serious discipline; has not given "notice" or announced intention to resign; and whose employment is currently projected to continue in an "active" status for a minimum of the next six months).
- Have not declared bankruptcy.
- Have not been granted or received another emergency loan or grant from the fund within the previous 18-month period.
- Have no outstanding loan balances through the program.

    - Any previous loans obtained through this program must be repaid in full before another loan will be approved.
    - If there is a previous loan record, the circumstances of the new emergency will be evaluated to ascertain the validity of the request.

The following conditions and terms apply to the Crisis Assistance Loan Program:

- The amount for which a loan may be granted is a minimum of $300, maximum of $1000.
- The maximum period of the repayment of the loan is 26 weeks.
- The Crisis Fund Committee may require loans be made payable to the creditor.
- The employee must be a member of the First Financial Federal Credit Union, or be willing and able to become a member of this organization, in order for the loan to be repaid by the employee through authorized direct deposit from the wages of the employee to the First Financial Federal Credit Union. The minimum balance requirement for the Credit Union may be included as part of the loan.
- An employee who resigns his or her employment, or whose employment is terminated prior to the completion of their loan repayment schedule, will agree (in advance of the issuance of the loan) to have any and all monies owed under the terms of the loan deducted from his/her final paycheck(s), and/or from any terminal pay (e.g. vacation) which may be owed to them by the University. Any remaining unpaid balance paid by Loyola University shall be treated as taxable income to the employee.
- An employee will be limited to receiving only one Emergency Loan per 18-month period.

7.5.3 Govans Ecumenical Development Corporation's CARES Program

The Govans Ecumenical Development Corporation (GEDCO) is a faith-based

organization that meets the emergency needs of area residents, including members of the Loyola community. Through GEDCO's CARES program, employees who are facing financial hardship may be eligible for financial assistance in the form of groceries; funds to assist with eviction prevention, utility cut-off and medical prescriptions; and social service referrals.

7.6 Service Awards

Part-time and full-time regular employees in non-academic administrator and support staff positions are recognized for their service to the University at each five-year milestone of service. If a non-tenured faculty member transfers to a non-academic position, he/she becomes eligible for an award based on his/her total years of service. Each employee receives a personalized letter and certificate of service from the president on the date of their anniversary, and is given a brochure of gift choices appropriate for his/her level of service. Each March, the presentation of the service award gifts occurs for all milestone recipients at a special breakfast on Maryland Day. If an employee resigns in the year that a 20, 25, 30, 35, or higher milestone is reached but prior to the Maryland Day breakfast, that former employee is entitled to select a gift appropriate to that milestone. Contact the generalist services unit for additional information (ext. 2354).

7.7 AMDG Community Award

The Loyola University Maryland AMDG Community Award is named for the motto of the Society of Jesus: *Ad majorem Dei gloriam*, or For the Greater Glory of God. The AMDG Community Award recognizes staff and administrative employees who display extraordinary initiative and dedication to Loyola's mission, vision, and values.

The staff award recognizes staff employees who display extraordinary initiative and dedication in their day-to-day performance for:

- enhancing the University or greater community environment in keeping with Loyola's mission, vision, and values;
- developing and or implementing a practical and cost or time-saving strategy; or
- advancing safety awareness.

The administrator award recognizes administrators, whose extraordinary collaborative efforts enhance the University or greater community environment in keeping with:

- Loyola's strategic plan, mission, vision and values;
- practical and cost or time saving practices; or
- advancing safety awareness.

The awards are presented at the spring and fall Staff and Administrator's/Director's Luncheons. Nominations may be submitted online at ***www.loyola.edu/communityaward.***

7.8 Association of Black Faculty, Administrators and Staff

This employee networking group of faculty, staff, and administrators strives to contribute to University objectives related to supporting an inclusive environment and to making a positive impact on the diversity of the Loyola community. This group assists the University with employee recruitment, employee retention, diversity education, student recruitment, student retention and mentoring. It also advocates for continuing diversity education and efforts in a manner that is consistent with Loyola's Core Values.

7.9 OUTLoyola

OUTLoyola is a group of faculty, staff, and administrators of all backgrounds who are interested in promoting equality for the lesbian, gay, bisexual, and transgender (LGBT) members of the University community and informed dialogue about LGBT issues at Loyola. The group meets regularly during the academic year to discuss issues of relevance for the LGBT community and to work on initiatives to enrich the experience of LGBT people and their allies at Loyola. For additional information, answers to questions or to be put on the OUTLoyola mailing list, send an e-mail to ***out@loyola.edu***. Additional information can also be obtained from the OUTLoyola Web site at ***www.loyola.edu/diversity/OUTLoyola.***

7.10 Athletics

All faculty, staff and administrators are entitled to receive two free general admission tickets and up to four more at half price to all Loyola home athletic events. Tickets are required for men's and women's basketball and men's and women's lacrosse. This does not include MAAC or NCAA post-season events held at Loyola. Tickets can be picked up on the day of the event at the ticket booth. Further information may be obtained for the athletic department (ext. 5013).

7.11 Banking Services

7.11.1 Procurement Card

The University Procurement Card Program is a credit card that can be used for University business related purchases from any merchant that accepts that card as a form of payment. Procurement cards are assigned to individual employees and cannot be transferred to, assigned to, or used by anyone other than the designated employee. As the liability for the card resides with the University, and not the cardholder, use for personal purchases is strictly prohibited. In addition, the procurement card cannot be used for certain restricted items as indicated in the detailed section of the policy provided at the time of card issuance. Fraudulent and/or misuse of the card is grounds for revocation of all privileges associated with the use of the card and disciplinary action up to and including termination of employment. The disbursements coordinator manages all aspects of the program including auditing of all procurement card transactions.

7.11.2 Automated Teller Machines (ATM)

There is a SunTrust ATM located in the foyer outside of Primo's, a full-service Bank of America ATM is located at the post office, a Wachovia ATM is located in the lobby outside of Boulder Garden Café, a M&T Bank ATM is located in the lobby outside of Boulder Garden Café, and a First Financial Federal Credit Union ATM is located near Surf'N Joe.

7.11.3 Credit Union

The University is affiliated with First Financial Federal Credit Union. It offers savings, checking, loans and other banking services. The main office is located at 1215 York Road, Lutherville, MD 21093 and is open 9:00 a.m. to 4:30 p.m. Monday through Friday and 9:00 a.m. to 7:00 p.m. on Thursday. Drive-thru hours are 8:00 a.m. to 5:00 p.m. Monday through Friday and 8:00 a.m. to 7:00 p.m. on Thursday. This location offers a 24-hour drive-thru ATM and 2 lobby ATMs available during business hours. For further information, call the Credit Union at 410-321-6060, or visit their Web site at ***www.firstfinancial.org.***

7.12 Board of Trustees

All contact between University employees and the University's Board of Trustees shall be

directed through the employee's supervisor/department chair, to the president or the vice president of administration.

7.13 Bookstore

The University has a full-service bookstore with locations on the Evergreen, Columbia and Timonium campuses. The bookstore is managed by Barnes & Noble. Features include new and used textbooks, a large selection of leisure reading, a wide assortment of University clothing, and gift items. Items can also be purchased on the bookstore Web site at ***loyola.bncollege.com***.

Employee Discounts

On-campus locations: Employees are offered a 10 percent discount on most non-sale items at all campus locations. Employees must present their Loyola identification card to receive the discount. Textbooks and online purchases do not qualify. Other exceptions may apply.

Employee discount cards: Employee discount cards entitle any Loyola employee to a 10 percent discount on purchases made at the Towson Barnes & Noble. Exceptions may apply. Employees can pick up their discount card from any campus bookstore location.

Regular Hours of Operation

Evergreen store: Monday – Thursday 8:30 a.m. to 6:00 p.m.; Friday 8:30 a.m. to 5:00 p.m.; Saturday 10:00 a.m. to 2:00 p.m.; Sunday (Closed)

Timonium and Columbia store: Monday – Friday 9:00 a.m. to 5:00 p.m.; Friday – Sunday (Closed)

Hours vary during University breaks – please visit the bookstore Web site for more details.

7.14 Campus Ministry

Campus Ministry serves the spiritual needs of the Loyola community. The office, located in Cohn Hall, is open daily. Members of the staff are available during regular business hours, as well as evenings and weekends when needed. Campus Ministry provides opportunities for spiritual growth through a coordinated program in which students play an integral part. This program includes Liturgical Ministry, Pastoral Music, Retreat Program, Ministry Internship Program, Rite of Christian Initiation of Adults (RCIA), Spiritual Development and Marriage Preparation. The Ignatian Retreat is offered to the University community in January and May each year. The worship schedule is: Daily Eucharist, Alumni Chapel, Monday through Friday, 12:10 p.m.; Sunday Eucharist, Alumni Chapel, 11:00 a.m., 6:00 p.m., 9:00 p.m.; Sunday Mass, Fava Chapel, 8:00 p.m.; Evening Prayer Service, Alumni Chapel, Thursday, 5:00 p.m. Opportunities for the Sacrament of Reconciliation and for exposition and adoration of the Blessed Sacrament are also scheduled regularly. The Sacrament of Reconciliation is also available by appointment. For more information and a current schedule of events visit the Campus Ministry Web site at ***www.loyola.edu/campusministry.***

7.15 Center for Community Service and Justice (CCSJ)

The Center for Community Service and Justice seeks to engage all members of the University community in the promotion of justice through a wide variety of on- and off-campus service activities. The Center staff is always available to meet and talk with employees about their interest in service and finding the right "fit." Direct service opportunities are available for employees and their families throughout the year, and especially during holidays and the summer (when students are not as available). Those interested in working/being with persons who are

materially poor will be given preferential placement. The Center is located in Cohn Hall (underneath the chapel). For more information visit the CCSJ Web site at ***www.loyola.edu/ccsj/***.

7.16 Child Care

7.16.1 LOCATE

LOCATE is a service designed to help employees evaluate their child care needs and to find care that suits the child and family. Upon calling the LOCATE line at 1-800-999-0120, a specially trained counselor will assist the employee with obtaining information on all regulated family child care, center-based child care, infant care, part-day programs, school-age care, nursery school, kindergarten, and Head Start programs throughout Maryland. Based on the employee's criteria, the LOCATE counselor will discuss child care concerns and refer the employee to only those programs which most closely fit requirements and have openings. The counselor will continue to work with the employee until child care needs are met. While LOCATE refers only regulated child care providers/programs, the employee should take the time to observe, interview, and check references before leaving the child in someone's care. To inquire about child care services or to learn more about this unique service, call 1-800-999-0120, Monday through Friday from 9 a.m. - 5 p.m. This is a public service provide by the State of Maryland. For more information on child care visit the Web site at ***www.mdchildcare.org/mdcfc/mcc.html.***

7.16.2 A Child's Place

Through the College of Notre Dame ("CND"), members of the Loyola community have spaces, on a first-come-first-served basis, in A Child's Place. A Child's Place International Nursery School and Kindergarten is located in Le Clerc Hall at the College of Notre Dame of Maryland. The program is licensed by the State of Maryland Department of Human Resources and accredited by the Maryland Department of Education and the National Academy of Early Childhood Programs. A Child's Place serves 60 children from ages 3 years and 9 months through 6 years old. The program operates from 7:30 a.m. to 5:30 p.m., Monday through Friday. The children who attend are from the United States as well as Asia, Africa, Central America, South America and Europe. A Child's Place provides a diverse and comprehensive program to fulfill the needs of the children it serves. Each child's emotional, social, cognitive and physical development is promoted on an individual level. For more information, visit the Web site at ***www.ndm.edu/about/achildsplace/.***

7.17 Chorale and Madrigal Groups

The Chorale performs two concerts per year with an instrumental ensemble. Rehearsals are held Monday and Wednesday evenings from 5:30 to 6:45 p.m. in the Fine Arts Building, Room #056. An audition is required. The Madrigal Group is a select group of 12-15 singers chosen through an audition. This group rehearses Thursday evenings from 4:30 to 6:00 p.m. in the Fine Arts Building, Room #040. This is a credited class. For additional information, contact the fine arts department (ext. 2031).

7.18 Computer Hardware and Software Purchases

The University offers a three-year payroll deducted interest free loan for the purchase of computer equipment, peripherals and/or software. Employees may purchase these items from a retail outlet or Internet site and bring the purchase or shipping receipt to the Technology Service Center (TSC) for verification of purchase. A form that will be filled out by TSC will be given back to the purchaser to take to student administrative services (SAS) for reimbursement. The

form is available online to print and fill out and submit to the Technology Services Center for authorization. For more information, contact SAS (ext. 5806) or the TSC (ext. 5555 option 1). Technology Services does not support any hardware or software that is purchased through the interest free loan program. Only departmental equipment is supported. Employees must reimburse the University for any unpaid balance in full upon separation from the University. Payment arrangements can be made with SAS.

7.19 Hearing Evaluations and Hearing Aid Purchases

The University community is invited to The Loyola Clinical Centers for free hearing evaluations. The Audiology Division welcomes faculty, staff, and administrators for evaluations at no charge. We also offer hearing aid services, fittings, repairs, and evaluations at reasonable costs. We can now offer a payroll deduction option for hearing aids purchased through the Loyola Clinical Centers. To schedule hearing assessments or hearing aid services please call the Loyola Clinical Centers (ext. 1200).

7.20 Computer Support

Technology services is available for assistance with any technology-related issue, to reserve labs, to reserve audiovisual equipment, to assist with web initiatives, or to sign up for training classes. For additional information, contact technology services (ext. 5555).

7.21 Cultural Events

The fine arts department hosts a variety of events throughout the year including musical concerts, theatrical performances, art gallery displays, and special performances. For more information, contact the fine arts department (ext. 2031).

7.22 Dining Services

Money can be deposited into an Evergreen account, a pre-paid debit card that can be used to pay for meals in the facilities listed below and University vending machines. Your University ID card is used for this purpose. Contact student administrative services (ext. 5806) for further details.

- *Boulder Garden Café* is located on the ground floor of the Andrew White Student Center. There are five restaurants that offer a variety of menus to accommodate a wide variety of tastes. These include:
    - *WOW Café & Wingery* is a fun, casual, and appealing restaurant featuring 20 proprietary sauces and dressings. From wraps and over-sized salads to Angus burgers on Texas toast, you'll get a mouth watering meal at an affordable price.
    - *Moe's Southwest Grill* is a growing national brand that offers Southwestern fare, with a special appreciation for the form and function of a tortilla. The Moe's experience centers on welcoming your hunger and then satisfying it with classics like fajitas, burritos, tacos, and quesadillas.
    - *Il Piatto* or "the dish" is the choice for something saucy and buongusto! The authentic menu features plenty of old world classics along with some new world favorites. More than just pizza, Il Piatto is a full kitchen concept.
    - *Cyclone Salads* allows you to choose one of their combinations or come up with your own. Each Cyclone Salad is tossed fresh while you wait.
    - *Boar's Head Deli* is located in Newman Towers and offers premium meats, cheeses, and spreads. Order your meal as a sub, sandwich, wrap, or panini. Whichever way you choose, satisfaction is guaranteed.

- *Primo's* is located in the base of Newman Towers and is an upscale and contemporary all inclusive restaurant that offers students several options. Also located in Newman Towers are:

    - *Jazzman's Café* composes a melody of tasty items to jazz its guests. Featuring lush coffees and espresso-based beverages served hot or cold, to match its fresh-baked muffins and pastries.
    - *Newman Smart Market C-Store* is a convenience store offering items that you typically see at your local gas station, pharmacy or grocery store.

- *Global Market* is located next to Boulder Garden. This unique market features cuisines from India, as well as sushi.
- *Starbuck's Café* is located on the ground floor of the Andrew White Center and features coffee, mochas, lattes and cappuccinos.
- *The Refectory* is located in the Humanities Center and offers a daily lunch buffet for employees and their guests.

For more information and hours of operation, please visit the dining services Web site at ***www.loyola.edu/dining_services.***

7.23 Emergency Blue Light Telephones

Blue Light Emergency Phones are located across campus and are to be used in emergency situations. When the palm button is pressed, the phone will immediately connect with public safety.

Emergency Phone Type/Location of Emergency Phone

Blue Light Tower	Corner of Beatty between Beatty and Donnelly Science
Blue Light Tower	Corner of Enis Parallel and Millbrook behind Boulder
Blue Light Tower	Corner of Fitness & Aquatic Center - N. Charles Street Side
Blue Light Tower	Fitness & Aquatic Center Parking Lot Bus Stop
Blue Light Tower	Fitness & Aquatic Center Main Entrance to Building
Blue Light Tower	Fitness & Aquatic Center N. Charles Street Entrance
Blue Light Tower	Fitness & Aquatic Center Lower Parking Lot
Blue Light Tower	Fitness & Aquatic Center Upper Parking Lot
Blue Light Tower	SW side of Fitness & Aquatic Center by Bike Rack
Blue Light Tower	Fitness & Aquatic Center Wynnehurst Entrance
Blue Light Tower	Seton Court Walkway
Blue Light Tower	Gardens Parking Lot
Blue Light Tower	Control Gate located between Campion and Newman
Blue Light Tower	Hammerman by Access Gate
Blue Light Tower	Knott Hall and Donnelly Science
Blue Light Tower	Lange Court (Lower CY)
Blue Light Tower	Library Path
Blue Light Tower	Side Entrance to Sellinger Hall
Blue Light Tower	Between Maryland Hall and Theatre
Blue Light Tower	Newman Parking Lot
Blue Light Tower	Newman East Bus Stop
Blue Light Tower	Millbrook and Curly Field
Blue Light Tower	Upper Timonium Parking Lot
Blue Light Tower	Lower Timonium Parking Lot

Blue Light Tower	Sidewalk in front of Aquinas Hall
Blue Light Tower	Back of Aquinas Hall near Parking Lot
Blue Light Wallmount	Bus Stop behind College Center West
Blue Light Wallmount	Ahern North
Blue Light Wallmount	Ahern South
Blue Light Wallmount	Hammerman Entrance Callbox
Blue Light Wallmount	McAuley Entrance by Gate
Blue Light Wallmount	Back of Sellinger Hall
Blue Light Wallmount	Back of 5000 York Road Building
Blue Light Wallmount	Back of 5104 York Road Building
Blue Light Wallmount	Front of 5104 York Road Building
Emergency Phone	Cathedral Parking Lot

7.24 Escort Services

The University provides shuttle services from convenient points across the University campus during regular business hours. After hours student escort monitors are available, and provide safe and reliable escorts to locations on campus until 2:00 a.m. After 2:00 a.m. campus police are available to escort. Please call ext. 5566 for services.

7.25 Human Resources Office

The human resources office builds partnerships that will contribute service and leadership to the University. The human resources staff provides leadership, direction, and support for staff and administrator personnel policies and procedures, diversity initiatives, recruitment and employment, HR data management, employee relations, personal and professional development, including SkillSoft (the University's online learning program), employee assistance programs, University benefits, compliance issues related to recruitment, employment, and benefits, and workplace health and safety issues. The human resources office is responsible for staff and administrator recruitment and hiring, and provides support and resources for faculty and academic administrator recruitment and hiring. Human resources is also responsible for temporary employment, student employment, staff, student, and administrative payroll processing, position vacancy announcements, immigration support, unemployment matters, the Maryland Day service award program, the AMDG Community Award program, and general program matters. Responsibilities related to compensation and benefits include the development, administration and evaluation of the University wage and salary compensation and benefits programs, payroll initiation and authorization, payroll processing for faculty, faculty contracts, personnel record keeping, retirement, managing FMLA, Workers' Compensation, tuition remission for high school and colleges and universities, the Live Near Your Work program, leave reports, flexible spending accounts, and claims processing.

7.26 Library

The Loyola/Notre Dame Library provides the information services and resources necessary for the educational programs and concerns of Loyola University Maryland and the College of Notre Dame. The Library is an independent corporation established by the University and the College of Notre Dame and has a collection of some 425,000 books and bound periodical volumes, as well as media in CD, DVD, and VHS formats. In addition, the Library's Web site (***www.loyola.edu/library***) is a gateway to a wide variety of electronic information resources. The Library is available to all students, staff, administrators, and faculty. A University Identification Card is needed to enter the Library and to borrow materials.

7.27 The Loyola Conference

The mandate of the Loyola Conference is to address University-wide issues, especially those

dealing with mission, planning, resource allocation (human, physical and monetary), and the monitoring of progress towards goals. All faculty, administrators, staff, and students have legitimate interest in how University-wide issues are addressed and can contribute to their constructive resolution. All of these interests have representatives in the Conference.

7.27.1 Budget Committee and Budget Cycle

The Budget Committee assumes responsibility for establishing the annual budget assumptions and priorities, reviewing these assumptions and priorities in relation to the University's long-range strategic plan, and drafting the University's budget (including recommendations for tuition, employee compensation, and transfers to and from the endowment). This committee reports annually, in writing, to the Loyola Conference.

The annual budget cycle at the University begins on June 1 and concludes on May 31 each year. The budget request process begins in the fall of the prior year. Questions or information may be obtained by calling resource management (ext. 2349).

7.27.2 University Diversity Committee

The University Diversity Committee works with the assistant vice president for academic affairs and diversity to provide campus leadership on diversity issues. These issues include: diversity in undergraduate and graduate student populations/curricular diversity in undergraduate and graduate programs; recruitment, mentoring, and retention of faculty of color; creating a campus climate that assumes, accepts, and engages diversity as necessary to the pursuit of the Jesuit education mission; creating mutually supportive linkages, and enhancing the University's reputation in Baltimore; creating mutually supportive relationships with other colleges and universities in the Greater Baltimore area; and other issues as they arise and complement the committee's charge. This committee reports annually, in writing, to the Conference.

7.27.3 Commencement and Convocation Planning Committee

The Commencement and Convocation Planning Committee sets goals and objectives, assists in planning, and reviews and evaluates Commencement and the Honors Convocation. The committee schedules, determines the logistics of, selects the speaker(s) for, and plans the order of events of the Honors Convocation. The committee reports annually, in writing, to the Conference.

7.27.4 Compensation and Benefits Committee

The Compensation and Benefits Committee advises the assistant vice president for human resources and the Loyola Conference from their respective constituents' perspective about compensation (for staff and administrators) and benefits goals (for all employees), the allocation of resources to meet those goals, and the monitoring of progress toward the achievement of goals. The committee reports annually, in writing, to the Conference.

7.27.5 Facilities Use Committee

The Facilities Use Committee reviews and makes recommendations for usage and conflicts of facilities, including parking, at all three campuses. The committee reports annually, in writing, to the Conference.

7.27.6 Grievance Panel

The Grievance Panel is a body elected in accordance with the grievance policy from which the members of the Hearing Committee are chosen. The panel includes twelve

elected members (three administrators, three regular tenured faculty members, three staff members, and three students) who serve three-year staggered terms; one member from each group is elected each year. If a seat becomes vacant, there is a special election to complete the unexpired part of the term.

7.27.7 Technology Governance Committee

The Technology Governance Committee considers ways to encourage and facilitate use of technology for instruction, research, and administration, as well as informing the University community of the capabilities, limitations and changes in information technology. This committee monitors and reviews projects and advises the University on the priority of each project.

7.27.8 Disabilities Support Services Committee

The Disabilities Support Services Committee guides the University in providing services and accommodations for faculty, staff, administrators, and students with disabilities..

7.27.9 Education for Life Committee

The Education for Life Committee reviews requests and allocates funds in support of educational initiatives designed to promote student learning outside the classroom.

7.27.10 Employee Parking Appeals Committee

The Employee Parking Appeals Committee hears cases from employees appealing parking tickets and fines and makes decisions on appeals of parking tickets and fines.

7.27.11 Environmental Health and Safety Committee

The Environmental Health and Safety Committee reviews issues and establishes procedures and policies of general concern with regard to the safety of persons and property. The committee makes recommendations to the Loyola Executive Committee or other appropriate authority to eliminate or minimize safety or environmental hazards incurred throughout the University community.

7.27.12 Recreational Sports Advisory Committee

The Recreational Sports Advisory Committee assesses and makes recommendations about programs in Outdoor Adventures, Lifetime Sports and Fitness Programs, Intramurals, and Club Sports. The committee advises the director of recreational sports regarding policy and procedures regarding all recreational facilities, including the Fitness and Aquatic Center.

7.28 Public Notaries

There are public notaries available at no fee on campus. A current listing of employees who are public notaries can be found in the Departmental Section of the Loyola Telephone Directory under Notary Public.

7.29 Parking

In general, all University parking areas both on-campus and off-campus are fee-based and parking is authorized by permit only. Faculty, staff, administrators and contracted employees of the University who wish to park a motor vehicle on the campus at any time must register their vehicle with student administrative services. All parking registrations must be renewed annually. Permits are issued for the academic year. Unregistered employees may take advantage of available space during the summer by signing up for the FAS Butler lot for a $10 fee.

New employees must submit a copy of their current state vehicle registration and a completed Campus Parking Registration Form to the parking coordinator in student administrative services. At this time, hang tags will be issued for the appropriate lot. Satellite parking is available at the Cathedral of Mary Our Queen on Charles Street and at 5104 York Road. The annual fee for Satellite parking is a tiered fee based upon annual salary. Shuttle service is provided to these satellite lots and throughout the campus.

Faculty, administrators and staff may also purchase on campus convenience parking at the Butler/Hammerman lot or at the Campion garage for an annual fee of $350 through a pre-tax payroll deduction. Convenience parking spaces are allocated based on length of employment, and on a first come, first served basis. The registered permit holder is responsible for all traffic and parking violations and/or tickets incurred. If a parking violation issued to an employee is not paid within 10 calendar days of the date of issuance, the ticket will be processed for payment through payroll deduction. Appeal forms are available at student administrative services. Questions regarding parking registration and fees should be directed to the parking coordinator (ext. 2423). Additional rules on parking can be found in the annual Parking Rules and Regulations Pamphlet.

7.30 Payroll Office

For questions concerning your paycheck, direct deposit or tax withholdings and/or to request a duplicate W2, contact the payroll office (ext. 1349 or ext. 2622).

7.31 Post Office

Located in the Andrew White Student Center, the post office provides stamps, money orders, fax services, and UPS service. Package pick-up is available Monday – Friday 8:30 a.m. to 4:30 p.m. The postal window is available Monday – Friday 8:30 a.m. to 4:00 p.m.

7.32 Public Relations and Creative Services

The public relations and creative services offices manage relationships with a wide variety of internal and external constituencies, and coordinates strategies for media relations, publications, Loyola Magazine, internal communications, events, advertising and the University's Web site. The public relations office manages an active "hometown" media relations program seeking to place news of student leaders in their local community newspapers. The University can take advantage of the office's expertise in promoting events, in particular events that are open to the public. The creative services office is responsible for managing the University's graphic identity and provides a wide variety of creative design services to the University, including logos, brochures, viewbooks, advertising, direct mail, environmental graphics, custom invitations, stationery, business cards, and promotional specialty items.

7.32.1 Media Relations

The public relations office represents the University in communicating with the media, and contact with the media is coordinated through that office. Staff and administrators should not communicate independently with representatives of the print, broadcast, or electronic news media concerning University business; such communication is appropriate only once authorized by the public relations office. Calls from news media representatives should always be referred immediately to the public relations office.

7.33 Gifts to the University

The University's responsibility as a tax exempt organization requires that the tax deductibility of gifts be accurately reported, both to donors and in the institutions records. Cultivation, solicitation, and stewardship of donors must be coordinated through the office of advancement. To ensure proper stewardship, all gifts, including significant gifts-in-kind, must be processed

through the office of advancement. Acknowledgement and receipting of gifts may only be processed by the office of advancement.

7.34 Recreational Sports/Fitness and Aquatic Center (FAC)

The department of recreational sports supports the development and health of members of the University community. The department provides diverse educational, recreational programs, social programs, and a variety of quality opportunities through six main programming areas (Aquatics, Club Sports, Informal Recreation, Instructional Programs, Intramurals, and Outdoor Adventures). Faculty, staff, and administrators of the University are eligible to enroll as a member of the Fitness and Aquatic Center for a fee. Household memberships are also available. Faculty, staff and administrators may also choose to pay a daily guest fee per visit with their Loyola ID card upon entrance to the facility. For additional information, please call ext. 5453 or visit the Web site at ***www.loyola.edu/recsports***.

7.34.1 Facility Features

Aquatic Center: 8 lane, 25-yard swim course, shallow lane, and diving well; on-deck sauna and hot tub; 6,000 square foot fitness center; 3-court gymnasium; multi-activity court; Equipment Check-out Center; Outdoor Adventure Center; indoor rock climbing wall; 4 Racquetball and 2 Squash courts; elevated walking/jogging track; 2 aerobic studios; outdoor grass fields; Fitness First Café; locker rooms; classrooms; conference room; administrative offices for recreational sports staff.

7.34.2 Hours of Operation (during full academic session):

Monday-Thursday 6:00 a.m. to 11:30 p.m.
Friday 6:00 a.m. to 9:00 p.m.
Saturday 9:00 a.m. to 9:00 p.m.
Sunday 1:00 p.m. to 11:30 p.m.

Hours will vary during University breaks and holidays. Any adjustments in hours of operation will be posted in the facility two weeks in advance.

7.35 Safety Notices

The University follows the Clery Act in posting and notifying the University community of all criminal offenses reportable under this act. The latest posted information may be obtained from the Communication Center or public safety. Additional information can be found on the public safety Web site at ***www.loyola.edu/statistics/Index.***

7.36 Shuttle Service

Cathedral and York Road routes run Monday – Friday 6:00 a.m. to 12:00 a.m. The compass route runs on Thursday and Friday 5:00 p.m. to 3:00 a.m. The weekend compass route runs Saturday and Sunday 9:00 a.m. to 3:00 a.m. The Web site (***www.nextbus.com***) gives shuttle routes and stop prediction times. Hours are subject to change.

7.37 Speech and Hearing Center

The department of speech-language pathology and audiology operates two campus-based clinical programs within the Loyola Clinical Centers that are staffed by clinical faculty and by graduate students enrolled in the Masters Degree program. The following services are offered to full-time employees and their dependents:

- Complete hearing evaluations and follow up referral.
- Comprehensive speech and language evaluations (infant through adult).
- Treatment services for diagnosed speech and language disorders.
- Training for accent modification.
- Consultation and advocacy services.
- Payroll deductions for hearing aid purchases.

For more information please call the Loyola Clinical Centers (ext. 1200) or visit the Web site at ***www.loyola.edu/clinics***.

7.38 Women's Center

The Women's Center is dedicated to empowering women and men by educating the University and its surrounding community on issues of gender that are of particular interest to women. The Center is a resource open to all members of the Loyola community, serving both as a haven where women's issues may be freely discussed and as a beacon that guides the community toward genuine gender equality. For more information visit the Women's Center Web site at ***www.loyola.edu/womenscenter/***.

Section VIII.

CODE OF CONDUCT

VIII. Code of Conduct

8.1 Professional Standards and Business Conduct

In addition to the specific responsibilities enumerated in their job descriptions, all employees are expected to perform their assigned duties courteously, efficiently, and promptly, and to conduct themselves as responsible and cooperative members of the University and community. Failure to fulfill these responsibilities may result in discipline up to and including termination.

8.2 Conflict of Interest

8.2.1 Gifts

Employees may not solicit or accept, directly or indirectly, any gift, gratuity, or favor that has a substantial economic value that might reasonably be interpreted by others as potentially affecting his/her impartiality.

8.2.2 Endorsement for University Use

No employee of the University shall authorize for University use any product or service furnished by a firm in which the employee has a financial interest that would be enhanced as a result of such recommendation.

8.2.3 Endorsement for Non-University Use

When requested, University employees may provide references for products and services used by the University. The furnishing of such a reference is not to be construed and should not be presented as an official University endorsement, but rather as a statement of the personal opinion of the employee concerned. The approval of the appropriate vice president is required for any official University endorsement made in print, the media or any other communication medium.

8.3 Copyright Policy

It is the policy of the University to be in compliance with all laws and regulations governing the use of copyrighted materials. Copyright permission must be properly obtained in order to make copies of copyrighted material unless an exception applies. Departments and individuals acting within the scope of their authority as employees and faculty of the University may make "Fair Use" copies as defined in the University's copyright policy. The office of academic affairs is charged with the responsibility of enforcing this policy.

8.4 Electronic Communications

University e-mail, Internet and telephone systems are provided for University business. Employees do not have a personal privacy right in any matter created, received, or sent from these University systems. The University, in its discretion, reserves the right to monitor and access any matter created, received, or sent from these systems. No e-mail messages should be created or sent that may constitute intimidating, hostile, or offensive material. Interaction conducted through any Loyola electronic system shall comply with all Loyola policies and rules of conduct. Additional information about electronic communications responsibilities and policies can be viewed at ***https://inside.loyola.edu/site/techservices/pages/SecurityPolicies/Security-Policies.aspx.***

8.5 Employee Taxation of University Mobile Technology Devices

University mobile technology devices such as cell phones, BlackBerries, and laptops are provided for University business and should not be used for personal use. Any personal use of University provided devices is deemed taxable and must be included in the employee's W-2. Employees are

responsible for reporting the personal use of such equipment to payroll in financial services (ext. 1349). Reporting personal use of mobile technology devices ensures that the University is complying with federal and state tax regulations.

8.6 Harassment and Discrimination Policy and Procedures

Purpose
Loyola University Maryland does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, disability, marital status, sexual orientation, genetic information, military status, or any other legally protected classification in the administration of any of its educational programs and activities or with respect to admission or employment. Prohibited discrimination includes harassment on the basis of a protected classification and harassment based on participation in any "protected activity." Complaints of domestic violence, dating violence, and stalking (whether or not based on a protected classification) are also addressed under this policy.

Discrimination, including harassment, domestic violence, dating violence, and stalking are inconsistent with Loyola's commitment to excellence and respect for all individuals. Loyola is also committed to the free and vigorous discussion of ideas and issues, which is also protected by this policy.

Scope
This policy prohibits discrimination, including harassment, against students or employees of Loyola University Maryland by anyone on University property or at University-sponsored activities. This policy applies to situations in which both the person alleging discrimination or harassment (the "complainant") and the person accused of discrimination or harassment (the "respondent") are employees or students of Loyola University Maryland.[1]

Allegations against a student in his/her capacity as a student are resolved through the student conduct process, rather than under this policy. The Sexual Aggression Policy located in the Community Standards is articulated in violation 21 on page 35**.** Allegations against student employees in their capacity as employees are resolved through this policy by the director of student life and the director of human resources generalist services.

Allegations involving individuals who are not current employees or students of Loyola (e.g., applicants for admission or employment, alumni, independent contractors, vendors, recruiters) are addressed on a case-by-case basis using an appropriate procedure as determined by the human resources office.

Harassment of others who are not members of a protected classification is also prohibited by University policy and may be the subject of a complaint using either the Grievance Procedure for Complaints Made Against Faculty or the Grievance Procedure for Complaints Made Against Staff, Administrators, and Student Employees.

The designated official to ensure Loyola's compliance with Title IX of the Education Amendments of 1972, as amended, which prohibits sex discrimination including sexual harassment and sexual violence, is Kathleen M. Parnell, Assistant Vice President for Human Resources, 5000 York Road, Suite 200, Baltimore, MD 21212, Phone: 410-617-2354, Email: kmparnell@loyola.edu. The designated official to ensure Loyola's compliance with Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination on the basis of handicap/disability, is Kathleen M. Parnell, Assistant Vice President for Human Resources, 5000 York road, Suite 200, Baltimore, Maryland, 21212, Phone: 410617-2354, Email:

kmparnell@loyola.edu. Complaints may also be filed with the U.S. Department of Education, Office of Civil Rights (www.ed.gov).

1 Loyola students and employees who are studying or teaching off-campus (e.g., semester abroad) or are on a leave of absence (e.g., medical leave, sabbatical) remain covered by this policy.

Policy
Loyola is committed to protecting the academic freedom and freedom of expression of all members of the University community. This policy shall be applied in a manner that protects the academic freedom and freedom of expression of all parties to a complaint. Academic freedom and freedom of expression include but are not limited to the expression of ideas, however controversial, in the classroom, residence hall, and, in keeping with different responsibilities, in workplaces elsewhere in the University community.

Definition of Harassment
Harassment means unwelcome verbal, written or physical conduct based on a protected classification (e.g., sex, race, age, etc.) that has the purpose or effect of unreasonably interfering with an individual's work or education (including living conditions) or that creates an intimidating, hostile or offensive environment.

Sexual harassment is a form of harassment with specific distinguishing characteristics. It consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's employment or education; or
- submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting an individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or education (including living conditions), or creating an intimidating, hostile or offensive environment.

Sexual harassment includes sexual assault. For purposes of this policy, sexual assault means a physical sexual act perpetrated against a person's will or where the person is incapable of giving consent (e.g., due to drugs, alcohol, intellectual or other disability). For additional information on the University's response to sexual assault, refer to section 18 of the Clery Report found at http://www.loyola.edu/zbin/external_sites/clery/clery-act2011.html.

The conduct alleged to constitute harassment under this policy should be evaluated from the perspective of a reasonable person similarly situated to the complainant and considering all the circumstances.
In considering a complaint under this policy, the following understandings shall apply:

- Harassment must be distinguished from behavior that, even though unpleasant or disconcerting, is
  appropriate to the carrying out of certain instructional, advisory, or supervisory responsibilities.
- Filing a complaint under this policy does not preclude an employee from filing a charge of employment discrimination with the EEOC, or Maryland Commission on Human Relations, within the time frames established by those agencies. Filing a complaint under this policy does not preclude a student from filing a written complaint

with the Department of Education's Office of Civil Rights within 180 calendar days of the date of the alleged discrimination.

The following behaviors are also prohibited by this policy:

Domestic Violence
Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Maryland, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic violence laws of Maryland.

Dating Violence
Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking
Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

Retaliation
It is a violation of Loyola's harassment and discrimination policy to retaliate against any person for making an allegation or participating in an investigation of an alleged violation of this policy. A complaint of retaliation may be pursued using the steps set forth in this policy. When necessary, the University will monitor student grading or faculty/staff reappointment, tenure, promotion, merit review, or other decisions in order to ensure that prohibited retaliation does not occur. The University reserves the right to take immediate measures to prevent violations pending the outcome of any proceedings under this policy.

Knowingly Filing False Complaints
Knowingly filing a false complaint of harassment, discrimination, retaliation, domestic violence, dating violence, or stalking is a violation of this policy. Employees who knowingly file a false complaint are subject to disciplinary action.

Intentional Breaches of Confidentiality
Participants in this process, including the complainant and respondent, witnesses, investigators, supervisors/department chairs or their designees, and University officers may be directed to maintain appropriate confidentiality regarding the proceedings in order to protect the integrity of the investigation, to protect the privacy rights of the individuals involved, or for other valid reasons, provided that a complainant or respondent may not be required to maintain confidentiality as to the outcome of the investigation. Any questions regarding confidentiality, including who has a "need to know" in a particular case, should be directed to human resources.

A complaint alleging an intentional breach of confidentiality may be pursued using the procedures set forth below. Such a breach may also constitute an act of retaliation. A breach of confidentiality may void the outcome of any previously agreed-upon resolution to a complaint.

This policy, the following Procedures for Resolution of Complaints, and the Community Standards are only part of Loyola's effort to prevent discrimination and harassment, domestic violence, dating violence, and stalking in our community. In addition to spelling out steps for making and resolving complaints, the University is also committed to programs of education and prevention.

NOTE: This harassment and discrimination policy replaces previous statements on sexual harassment and discrimination in staff and administrator personnel policy manuals, and the Faculty Handbook.

8.7 Procedures for Resolution of Complaints

Introduction
The following Procedures provide for prompt, fair and impartial investigation and resolution of all reports of harassment and discrimination, domestic violence, dating violence, and stalking in the same way as other misconduct issues, whether or not a formal or informal complaint has been made by one or more individuals. Investigations will be conducted by officials who have received annual training on the issues related to harassment, discrimination, domestic violence, dating violence, and stalking and on how to conduct an investigation that protects the safety of victims and promotes accountability. Loyola will undertake immediate and appropriate corrective action whenever it determines that a violation of this policy has occurred.

The human resources office is responsible for investigating and managing the resolution of complaints under this policy. The assistant vice president for human resources or designee investigates and manages these proceedings in most cases.

Other University personnel are also available to provide consultation and assistance regarding complaints. Supervisors/department chairs of employees and deans who work with faculty and students across the campus can also provide guidance about responding to situations that may violate this policy.

8.7.1 Informal Intervention

Any member of the Loyola community who believes that he or she has experienced harassment, discrimination, domestic violence, dating violence, or stalking in violation of this policy is encouraged to report the incident(s) as soon as possible. A complainant may end the informal stage at any time and may initiate a formal complaint.

8.7.2 Options for Informal Resolutions

Discuss the situation with the assistant vice president for human resources or other designated individuals who are available through the following offices:

Undergraduate Students:
Office of Student Development
Dean of First-Year Students and Academic Services
Dean of Loyola College
Dean of the School of Education
Dean of the Sellinger School of Business and Management

Graduate and Professional Students:
Dean of Loyola College
Dean of the School of Education
Dean of the Sellinger School of Business and Management
Director of Graduate Admission
Associate Vice President Graduate Studies
Assistant Vice President and Director Athletics

Faculty:
Human Resources Office
Office of the Vice President for Academic Affairs
Assistant Vice President for Academic Affairs and Diversity
Deans

Staff and Administrators:
Human Resources Office
Division Vice Presidents

Meet with the individual whose behavior is disturbing, discuss the situation, and make it clear that the behavior is unwanted. Such actions may be discussed with human resources in advance of the meeting. (Note: this option is not appropriate in cases of alleged sexual assault.)

Contact the supervisor/department chair or dean of the person whose behavior is disturbing and request assistance to stop the behavior.

For an informal interview, request assistance from the human resources office (ext. 2354).

8.7.3 Assistance with Informal Interventions

Human resources may assist an individual who does not wish to file a formal complaint but who seeks informal intervention to end conduct that the person believes violates this policy.

Human resources, or another person designated by human resources, may discuss the alleged conduct with the respondent, remind him or her of University policies, and seek a commitment by the respondent to comply with these policies. In addition, appropriate disciplinary action may be taken, up to and including termination, depending on the nature and severity of the conduct and the respondent's overall work history.

After an informal intervention has concluded, human resources will collect and maintain all documentation concerning the complaint. Such a record will be kept in order to document that an informal complaint was made and that actions were taken in response to the complaint.

NOTE: Some forms of behavior that are disturbing to members of the Loyola community may not meet the definitions of behavior prohibited by this policy. Such behavior may, nonetheless, be prohibited by other policies, rules, or procedures. Questions about handling complaints under any other policies and procedures may be directed to deans and to human resources staff.

8.7.4 Initiating a Formal Complaint

8.7.4.1 Timeframe for Filing

Formal complaints of harassment or discrimination should be filed with human resources as soon after the offending conduct as possible, but no later than 180 calendar days after the most recent conduct alleged to violate this policy. Human resources may grant a reasonable extension of any other time period established in these guidelines; however, the 180 calendar day time limit for filing a formal complaint shall not be extended.

The 180-calendar-day statute of limitation on the filing of claims is intended to encourage complainants to come forward as soon as possible after the offending conduct and to protect respondents against complaints that are too old to be effectively investigated. There may, however, be sound reasons why a complainant does not come forward within 180 calendar days. Although such a complaint cannot be pursued under the formal complaint procedures, there may still be options for responding to such complaints through counseling or informal intervention. If sufficient evidence is available, an investigation can be undertaken by appropriate authorities to determine if the behavior constitutes misconduct under other conduct processes.

8.7.4.2 Written Complaint and Response

A formal complaint must be submitted in writing to human resources and signed by the complainant. This written complaint shall include the names of the complainant and the respondent and the details of the conduct alleged to violate this policy. Within five calendar days of receiving the written complaint, human resources will provide the respondent with a copy of the complaint. The respondent must submit to human resources a response to the charges within 14 calendar days. Upon receipt of the respondent's answer to the complaint, the human resources office shall forward a copy of the response to the complainant.

8.7.4.3 Investigation

Within five working days of receiving a copy of the response to the complaint, a designee of the human resources office will initiate an investigation to determine whether there is a reasonable basis for believing that the alleged violation of the policy occurred. During the investigation, the investigator will interview the complainant, the respondent, and any witnesses who may have direct relevant information to determine whether the conduct occurred and whether such conduct violated this policy.

8.7.4.4 Settlement Negotiation

Within seven calendar days of receiving a copy of the response to the complaint, human resources shall schedule a meeting with each of the parties, together or separately, to attempt to negotiate a settlement of the complaint.

A settlement shall occur when the parties agree to a resolution of the complaint in writing. A resolution may include, but is not limited to, withdrawal of the complaint without the right to re-file it; an agreement by the respondent to terminate or not repeat specific conduct; an apology; or participation in counseling. Human resources shall review all settlements to ensure that the parties fully understand the terms. If there is any sanction agreed to as part of the resolution, the official responsible for implementing any such sanction must also agree to the settlement.

8.7.4.5 Finding, Determination, and Sanction

If a settlement is not reached within 30 calendar days of this initial meeting, human resources shall make a written determination, using a “preponderance of evidence” standard, which includes a finding of whether the conduct alleged in the complaint occurred and whether such conduct violated this policy. The written determination will be completed within five working days of the end of the settlement period, unless new information is brought forward during the negotiation period that requires further investigation. If human resources determines that the respondent violated this policy, human resources shall consult with the appropriate responsible individual to determine the sanction to be imposed by the University. Taking into account the nature and severity of the violation and the respondent's employment record, sanctions may include: participation of the respondent in counseling; prohibition of the respondent from participating in grading, honors, recommendations, reappointment and promotion decisions, or other evaluations of the complainant; letter of reprimand and a copy of the complaint and its disposition placed in the respondent's personnel file; restrictions on the respondent's access to University resources, such as merit pay or other salary increases for a specific period; or suspension or dismissal from the University.

Human resources shall notify the complainant and the respondent simultaneously, in writing, of the determination. If it is determined that the policy was violated, the notice will include the sanction to be imposed.

8.7.4.6 Responsible Official

In cases in which the respondent is a member of the faculty, the responsible official shall be the dean of the school or college to which the respondent belongs, or the vice president for academic affairs.

In cases in which the respondent is a non-faculty administrator or staff member, the responsible official shall be the appropriate vice president, or his/her designee. If the respondent is a non-faculty administrator or staff member in a division that reports directly to the president, the responsible official shall be designated by the president. If the respondent is the president, the responsible official shall be the Chairperson of the Board of Trustees.

In cases in which the respondent is a student employee (graduate or undergraduate), the responsible official shall be the appropriate vice president of the division or dean of the college in which the student is employed.

8.7.5 Appeals to the President

Within 14 days of receiving notice of the determination and the sanction, if any, the complainant or the respondent, or both, may file an appeal, in writing, to the president based on one or more of the following grounds:

- The determination is not supported by the evidence.
- Relevant new evidence that was not available for consideration prior to the determination has been discovered.
- The sanction is disproportionate to the offense.
- Procedural error(s) occurred that materially affected the outcome of the investigation.

The president shall review the appeal based on the written record, without a hearing.

The president may remand the case to human resources for further investigation and findings. Within 30 days of receipt of the last-filed appeal, the president shall render a final decision simultaneously, in writing, to the complainant and the respondent.

8.8 Monitoring

At the beginning of each academic year, human resources shall submit a written report to the president setting forth the number of informal and formal cases filed in the prior year, and which of these cases, if any, reached mediated solutions.

The report shall also specify the number of cases in which human resources made findings of violations of this policy, the types of violations, and the final disposition of the cases, including any disciplinary action taken. The cases shall be reported in a manner that protects the privacy of the parties. The president shall make the annual report available to all members of the University community.

8.9 Workplace Violence

Workplace violence is an attempt, threat, or actual conduct of endangering the health or safety of campus community members (faculty, staff, administrators and students) or visitors. It also includes any threatening statement, harassment, or behavior that gives a campus community member or visitor reasonable cause to believe that his/her health or safety is at risk. Safety and security are personal and shared responsibilities. The collective involvement of every member of the University community is essential. Everyone is called on to report inappropriate behavior immediately to public safety (ext. 5911).

The University strives to provide a safe campus and workplace for the entire University community. To ensure a safe workplace and to reduce the risk of violence, all employees should review, understand, and comply with the provisions of this workplace violence policy.

Prohibited Conduct

Loyola does not tolerate any type of workplace violence committed by employees against other employees, students, visitors, vendors, or contractors. Employees are also prohibited from making threats or engaging in violent activities. This list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

- causing physical injury to another person;
- making threatening remarks;
- derogatory comments made about a person's race, gender, religion, sexual orientation that would be perceived by a reasonable person as threatening;
- making veiled comments that would be perceived by reasonable persons as threatening;
- aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- intentionally damaging employer property or property of another employee; and
- possession of a weapon while on company property or while on company business.

Reporting Procedures

Any immediately dangerous situation must be reported to the campus police (ext. 5911) or state, county or city police (911).

Incidents of alleged domestic violence, dating violence, stalking, as well as harassment based on protected classifications, are addressed using the Harassment and Discrimination Policy and Procedures in section 8.6 of this Manual. For additional information on the University's response to sexual assault, including domestic violence, dating violence and stalking, refer to section 18 of the Clery Report found at http://www.loyola.edu/zbin/external_sites/clery/clery-act2011.html.

Any potentially dangerous situation must be reported to a supervisor/department chair or the human resources office. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. The University will actively intervene at any indication of a possibly hostile or violent situation. A single serious employee violation of this policy may result in termination without warning.

Risk Reduction Measures
Hiring: The human resources office takes reasonable measures to conduct background investigations to review candidates' backgrounds and reduce the risk of hiring individuals with a history of violent behavior.

Blue Light Emergency Notification Stations are positioned throughout the property (see Section 7.23)

Individual Situations: While Loyola does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the human resources office if any employee exhibits behavior which could result in a potentially dangerous situation. Such behavior includes:

- discussing weapons or bringing them to the workplace;
- displaying overt signs of extreme stress, resentment, hostility, or anger;
- making threatening remarks;
- sudden or significant deterioration of performance; and
- displaying irrational or inappropriate behavior.

Employees at Risk: The human resources office will inform the campus police of any individuals who have been determined to be at risk for becoming victims of violence because they were subject to harassment, violence, or threats from an employee. Human resources will work quickly to discipline any employee threatening another and campus police will design a plan with at-risk employees to prepare for emergency situations. Departments are encouraged to develop specific protocol to suit their own unique situations and clients should an individual become violent in the workplace.

Enforcement
Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.

8.10 Interaction with Students
Because the University is in the business of serving students, many employees have extensive student contact through the daily operation of their offices. Employees shall engage students in a

generally accepted proper business manner. Inappropriate socializing with students is grounds for discipline, up to and including termination.

8.11 Consensual Relationships Policy

The Core Values of the University include the pursuit of academic excellence, a focus on the holistic growth and development of each unique individual, and an abiding commitment to honesty and integrity. Consistent with the Core Values, consensual romantic and/or sexual relationships (hereinafter referred to as consensual relationships) between University employees and students are to be avoided where the employee has (or reasonably could have) professional responsibility for the student's academic performance or professional future. Such relationships, without regard to who initiated them, create the potential for favoritism, exploitation, or the appearance of either, and may limit the student's future educational opportunities.

For purposes of this policy, "employee" includes faculty, staff, administrators, and graduate assistants, but not undergraduate student employees. "Professional responsibilities" include but are not limited to: teaching, academic advising, mentoring, coaching, moderating a student organization or activity, serving on an evaluation or awards committee, serving on a dissertation committee, supervising research, and supervising a student employee.

Employees are considered to have potential professional responsibility for undergraduate students. Thus, consensual relationships between employees and undergraduate students are prohibited.

With respect to graduate students, consensual relationships are prohibited in cases where the employee has, or reasonably can expect to have, professional responsibility for that student.

In the case of a pre-existing consensual relationship, employees are expected to remove themselves from positions of professional responsibility with respect to the student. Thus the employee should resign from any committee (e.g., dissertation, honors) affecting the student, refrain from writing letters of reference or recommendation for the student, and avoid or remove him/herself from any other position of professional responsibility with respect to the student. In cases where it is not feasible for the employee to remove him/herself or where such removal would be harmful to the student, the employee should submit a request for an exception from this paragraph to the vice president of the division in which the employee works.

Violation of this policy by an employee is considered a breach of professional ethics and may result in disciplinary action.

NOTE: This policy governs mutual, consensual relationships. Unwelcome sexual advances or other forms of sexual harassment are prohibited by the University's harassment and discrimination policy.

8.12 Drug-free Workplace

All persons employed by the University are responsible for performing their duties effectively and safely for the community's health and safety. Therefore, it is imperative that Loyola as a community operate in an environment free from illegal drugs and other controlled substances, specifically:

- The manufacture, sale, possession, distribution, or use by employees in the workplace of a controlled substance or drug not medically authorized is strictly prohibited.

- An employee may not be under the influence of a controlled substance, alcohol, over-the-counter medication or prescription drug which affects job performance or poses a hazard to the safety and welfare of the employee or other employees.
- Employees are required to report his/her criminal drug statute conviction for a violation occurring in the workplace to his/her immediate supervisor/department chair within five days after such conviction. As applicable, the University will, in turn, also notify the appropriate federal granting/contracting agency of such conviction within 10 days after receiving notice from the employee.
- Information on the dangers of drug abuse and the availability of counseling and rehabilitation assistance is provided through the Health Services Center, the Counseling Center, alcohol and drug education and support services or the human resources office and is distributed annually to each employee.
- Certain staff positions require pre-employment physicals involving a drug/alcohol screen. Additional required screens include but are not limited to: reasonable suspicion, reliable information, post-accident, random, return-to-duty, and follow-up.

Compliance with this policy is a condition of employment. Any violation of this policy will result in disciplinary action, including, but not necessarily limited to required participation in a rehabilitation program, suspension from duties or dismissal from employment.

8.12.1 Alcohol

All members of the University community are to act in a manner consistent with the alcohol policy of the University. This policy is to be observed in the planning and hosting of functions, both public and departmental, on the campus or at University sponsored activities. Alcohol-free events are to be encouraged.

- Persons under the age of 21 and visibly intoxicated persons may not be served alcoholic beverages. All alcoholic beverages should be served by a bartender(s); the bartender(s) should be over the age of 21 and should be instructed to ask for proof of age.
- Food and non-alcoholic beverages should be provided and made easily available to all guests.
- The quantity of alcohol offered and the length of time during which alcohol is offered should be monitored by the host or hostess.
- Persons who are visibly intoxicated may not be served.
- Announcements and advertising of such events should not feature nor promote alcoholic beverages as the focus of the event.
- The unlawful possession, use, or distribution of alcoholic beverages is strictly prohibited on University property or as part of its activities.

8.13 Smoking Policy

The University has an interest in providing a healthy and productive work environment for all employees. Therefore, smoking is prohibited inside all buildings and vehicles owned or leased by the University. Smoking outside is authorized in areas that are a minimum of 30 feet from University building entrances and exits. Smokers are responsible for the appropriate disposal of their cigarette butts, wrappers and matches.

8.14 Children in the Workplace

Loyola University Maryland values family and work/life balance. The University also believes in an environment that is conducive to work; therefore, the workplace should not be used in lieu of

child care.

The presence of children in the workplace with the employee parent during the employee's workday is inappropriate and is to be avoided except in emergency situations. This policy is established to avoid disruptions in job duties of the employee and co-workers, reduce property liability, and help maintain the University's professional work environment.

If bringing a child to work with the employee is unavoidable, the employee must contact his/her supervisor/department chair as soon as possible to discuss the situation and obtain permission to have the child accompany the employee while working. Factors the supervisor/department chair will consider are the age of the child, how long the child needs to be present, the work environment in the employee's area, and any possible disruption to the employee's and co-workers' work. Consideration will not be given to allowing a child with an illness to come to work with the employee.

A child brought to the workplace in unavoidable situations will be the responsibility of the employee parent and must be accompanied and be under the direct supervision of the employee parent at all times.

This policy does not prohibit children from the campus when the purpose of their visit is to attend classes or to participate in activities specifically scheduled for their benefit (e.g., summer sports, activity camps or other similar University-sponsored family activities).

8.15 Animals in the Workplace

Some members of our community are pet owners and pet lovers, and other community members have phobias and allergies to animals. Because it is the University's goal to provide a healthy workplace free from fear and distraction, the University prohibits bringing any animals to work and having animals in buildings or vehicles owned or leased by the University. Exceptions include:

- animals certified and licensed to provide service to persons with disabilities;
- animals used in laboratories or classrooms for educational purposes;
- animals used in theatrical productions; and
- our greyhound mascot.

The mascot may participate in student, athletic, and alumni events, walk the grounds, and visit offices where advance approval is given by the supervisor/department chair of that office. The mascot may not visit food preparation areas or other areas prohibited by health regulations.

8.15.1 Service Animals

The University upholds and advocates for the legal rights of employees with disabilities. This includes employees with a disability who require a service animal accommodation to perform the essential function of their job. It is the partner/handler's responsibility to ensure the safe presence and use of their service animal. These responsibilities include providing annual documentation of animal licensing, health, service animal training, and identification to the human resources office. The partner/handler is also responsible for the control, behavior and health/sanitation of the service animal. Faculty, staff, and administrators are responsible for practicing etiquettes that facilitate the safe and effective work of the service animal. For more detailed information, go to ***http://www.loyola.edu/dss/policies/serviceanimal.html*** and click on "Guide Dog Etiquette" under the Information for Students Section.

8.16 Political Activity

8.16.1 On-campus

As a non-profit 501(c)(3) institution, the University cannot endorse nor appear to endorse political candidates, and is restricted in its ability to attempt to influence legislation. Lobbying is restricted but not prohibited, and the University is not prohibited from speaking out on issues. While employees are encouraged to carry out their responsibilities as citizens, they shall not campaign for political candidates or political issues during working hours or on University premises. Political speakers and other political activities may be scheduled on campus only through the usual procedures for facilities reservation and with the approval of University officials. Any efforts to lobby on behalf of the University must be approved by the vice president for advancement or the vice president for administration. This policy shall not be interpreted as prohibiting an employee from wearing political buttons or other similar forms of symbolic expression so long as there is no interference with his/her work or with University operations as a result.

8.16.2 Off-campus

University employees engaged in political activity off-campus do so as individuals and should make it clear that their actions and remarks do not represent the University's position on the issue or candidate in question.

8.17 No Solicitation Policy

University employees, the general public and campus visitors are not allowed to solicit or distribute literature for any purpose on University property. Organizations, clubs, companies, etc., must obtain prior written authorization from the vice president for business and finance before funds may be raised or merchandise sold on the campus. Exceptions to this policy are made for the campus United Way Campaign, Campus Ministry and University development campaigns.

8.18 Grievance Policy and Hearing Procedures

8.18.1 Purpose and Principles

In the spirit of its Core Values, Loyola University Maryland recognizes that valid differences of opinion and interests will arise within the working community. The University expects its employees to address differences and resolve conflicts reasonably, rationally, and constructively. Employees are encouraged to pursue informal means for resolving work-related differences with the appropriate person whenever possible. The director of human resources generalist services (ext. 1367) is available to consult with employees about University grievance procedures and informal resolution of workplace differences.

It is the responsibility of every Loyola employee to do his/her part to maintain collegial open and collaborative working relationship, characterized by mutual trust, respect, and care. When normal efforts to resolve problems and disputes fail, the University provides a procedure employees may use to express their grievances and seek resolution.

The objective of each stage of the process is to secure an equitable and mutually acceptable resolution without proceeding to the next stage. Conciliation efforts are encouraged throughout the grievance process.

All persons associated with Loyola University Maryland are responsible for insuring that no one making a grievance will suffer any retaliation. No adverse action may be taken against:

- the individual bringing the grievance in good faith;
- any persons who furnish the complainant with any assistance; or
- any persons solely because of their involvement in the grievance or investigation.

Throughout the grievance process, the "complainant" bears the burden of supporting the allegations set forth in the grievance.

At all steps in the review of the grievance individuals shall confine their considerations to the facts of the case and not to peripheral issues that are not material.

All reviews are to be conducted in a timely manner and in accordance with standards of fairness.

In matters involving adverse personnel actions such as disciplinary action or dismissal, the adverse action may be implemented prior to or during the processing of any grievance.

The Grievance Panel and all participants in the grievance process are obligated to treat all information about the grievance proceedings (formal or informal) as confidential. Participants are authorized to discuss the case only with persons who have a legitimate "need to know." Questions regarding confidentiality, including who has a "need to know" in a particular case, should be directed to the assistant vice president for human resources. A breach of confidentiality is grounds for disciplinary action and may itself be the subject of a grievance.

8.18.2 Scope of Review

A grievance is a work-related complaint made to a supervisor/department chair, manager or the human resources office that alleges a violation, misinterpretation or misapplication of University policies or regular practices, other than harassment or discrimination. Allegations of harassment or discrimination are to be resolved through the University's harassment and discrimination policy.

This grievance policy may not be invoked as an alternative to other established procedures (e.g., the Rank and Tenure Policy Statement regarding tenure, rank, dismissal and release). Furthermore, the following items are not grievable: contracts or letters of appointment, performance evaluations (including faculty reviews and letters of recommendation for promotion and tenure), salary adjustments, classifications or reclassifications, terminations resulting from reorganizations or reductions in force, and terminations resulting from the end of grants and contracts.

Resolutions of grievances achieved under the grievance policy are strictly limited in application to the particular complaint. "Class action" grievances may not be filed and "class action" relief will not be granted.

The grievance policy is not to be invoked for frivolous or petty claims, or for the purpose of harassment or intimidation.

The grievance policy may not be invoked as a means to challenge or invalidate established University policies and procedures.

Procedures for dismissing a grievance that falls outside the scope of the grievance policy are set forth in Sections 8.18.4, Step Four (Informal Resolution Procedure) and 8.18.6 (Initiating the Hearing Procedure).

8.18.3 Who May Bring a Grievance

Any Loyola employee (including a student employee) may use this grievance policy to bring a work-related grievance against another employee.

Allegations against student employees in their capacity as students will be referred to an assistant director of student life and resolved through the Student Code of Conduct.

Only the individual directly affected by an alleged improper decision or action may make a grievance.

8.18.4 Informal Resolution Procedure

The complainant must first seek informal resolution of the grievance using the steps outlined below. The complainant shall notify human resources of each appeal to the next step. The complainant and the person reviewing the grievance at each step shall copy human resources on all written materials.

Step One: The complainant shall bring the grievance to the attention of the person who allegedly committed the grievance (the "respondent") or to the complainant's immediate supervisor/department chair. This must be done no later than 180 calendar days after the occurrence of the event or action that is the subject of the grievance; or the date the complainant became aware of the event or action. The complainant must allow the respondent or the complainant's immediate supervisor/department chair 10 working days to resolve the grievance.

Step Two: If the resolution is not achieved at Step One, the complainant may within 10 additional working days bring the grievance to the attention of the respondent's immediate supervisor/department chair. The complainant shall inform the respondent's supervisor/department chair in writing about the nature of the grievance and the relief he/she seeks as a resolution. The complainant must allow the respondent's supervisor/department chair 10 working days to resolve the grievance.

In cases where the respondent is someone who reports directly to the president, the appeal at Step Two shall be to the president's designee.

If the respondent is the president, the complainant may proceed directly to file a Grievance Petition (Step Four).

Step Three: If a resolution is not achieved at Step Two, the complainant may within five additional working days bring the grievance to the attention to the person in the next higher level of authority (i.e., beyond the respondent's supervisor/department chair) in a written statement that describes the grievance and the relief sought. This process of appeal to the next higher authority shall continue until the appropriate vice president has been informed in writing of the grievance. The complainant must give the appropriate vice president five working days to resolve the grievance.

If the respondent is someone who reports directly to the president, the complainant may proceed directly to file a grievance petition (Step Four).

Step Four: If a resolution is not achieved after following the above procedure, the complainant may within five additional working days file a Grievance Petition with the Chair of the Grievance Panel to request a hearing before a Hearing Committee.

In particular cases or because of the potential for conflicts of interest, the assistant vice president for human resources may vary the informal resolution process set forth above.

Time limits specified for each step of the informal resolution procedure may be waived by the assistant vice president for human resources for good cause or to accommodate faculty grading periods, fall or spring break, or summer semesters. Failure to comply with applicable time limits may result in dismissal of the grievance.

If the assistant vice president for human resources determines that the grievance does not fall within the scope of the grievance policy, he/she may dismiss the complaint. The dismissal terminates the grievance process unless the complainant files an appeal. The complainant may appeal the dismissal within five days to the president, whose determination shall be final.

If the respondent is the president, appeal of the dismissal shall be decided by the Chair of the Board of Trustees.

8.18.5 Hearing Procedure Definitions

Petition: A petition is a written request, delivered to the Chair of the Grievance Panel, that a Hearing Committee be established to consider the grievance. A petition must satisfy the requirements outlined in Section 8.18.6.

Response: A response is the respondent's written reply to the petition. A response must satisfy the requirements outlined in Section 8.18.6.

Grievance Panel: The Grievance Panel is a body elected in accordance with Section 8 from which the members of the Hearing Committee are chosen.

Hearing Committee: The Hearing Committee is a body of three persons selected from the Grievance Panel in accordance with Section 8.18.6.

Report: A report is a written statement of the findings, determinations and recommendations of a Hearing Committee.

Executive Session: An executive session is one at which no one else is present except members of the Hearing Committee.

8.18.6 Initiating the Hearing Procedure

The hearing procedure described below must be followed without omission or curtailment, except that deadlines may be extended by the Chair of the Grievance Panel for good cause at the request of either party, by the Hearing Committee for good cause at the request of either party, or by agreement of the complainant and of the respondent.

The grievance petition must be in writing and must contain the following:

- A request that the Chair of the Grievance Panel establish a Hearing Committee to review the grievance.
- A statement that the appropriate vice president (or president's designee) and assistant vice president for human resources have been informed of the grievance.
- A statement that informal methods for resolving the grievance as set forth in Section 8.18.4 have been exhausted.
- A statement that the grievance is within the scope of review of the grievance policy as described in Section 8.18.2, including a reference to the applicable section.
- A clear statement of the grievance.
- The name of the respondent.
- A summary of the facts relating to the grievance.
- A list of persons who are believed to have information that supports the position of the complainant.
- A statement of the relief sought.
- Any supporting documentation.

The Chair of the Grievance Panel will return an incomplete petition to the complainant for amendment and shall inform the complainant of the requirements outlined in this section that need to be fulfilled to constitute a valid grievance petition. The complainant shall have five days in which to resubmit the petition. Failure to submit a valid grievance petition may result in dismissal of the grievance.

At any time prior to the selection of the Hearing Committee, the Chair of the Grievance Panel, in her or his sole discretion, may convene an advisory committee from among the members of the Grievance Panel to assist the Chair in determining whether a grievance falls within the scope of the grievance policy. If the Chair determines that the grievance does not fall within the scope of the grievance policy, the Chair may dismiss the complaint without affording further process. This dismissal terminates the hearing process unless the complainant files an appeal. The complainant may appeal the dismissal within five days to the president, whose determination shall be final.

If the respondent is the president, appeal of the dismissal shall be decided by the Chair of the Board of Trustees.

As soon as possible, normally within five working days after receipt of the grievance petition, the Chair of the Grievance Panel shall notify the complainant of the status of the grievance petition and whether a hearing will be granted. Within five working days after receipt of the grievance petition, the Chair of the Grievance Panel shall also notify the respondent of the grievance in writing and shall provide the respondent with a complete copy of the petition and any attached documentation.

Within 10 working days of receipt of the copy of the grievance petition, the respondent shall file a response with the Chair of the Grievance Panel. The respondent's response shall be in writing and must contain the following:

- A reply to the grievance.
- A summary of the facts relating to the grievance.

- A list of persons who are believed to have information that supports the position of the respondent.
- Any supporting documentation.

The Chair of the Grievance Panel will return an incomplete response to the respondent for amendment, and shall inform the respondent of the requirements outlined in this section that need to be fulfilled to constitute a valid response. The respondent shall have five days in which to resubmit the response. If the respondent fails to resubmit the response, the hearing will proceed based on the incomplete response and the respondent will forfeit the right to resubmit a valid response.

As soon as possible, normally within five working days of receiving the response, the Chair of the Grievance Panel shall provide the complainant with a complete copy of the response and any attached documentation.

Upon receipt of the completed petition and response, the Chair of the Grievance Panel will submit to the complainant and the respondent a list of current members of the Grievance Panel. Within five working days, the complainant and the respondent each will select one member of the Hearing Committee by notifying the Chair of the Grievance Panel, in writing, of their selection.

If, after five working days, either the complainant or the respondent has not made a selection, the Chair will choose sufficient members from the Grievance Panel to complete the Hearing Committee. Failure to meet the deadline by either party will result in forfeiting the right to choose a member of the Hearing Committee.

Within five working days of receiving notification of the selections of the complainant and respondent, the Chair of the Grievance Panel shall appoint the Chair of the Hearing Committee from among the remaining members of the Grievance Panel.

If any individual selected to serve on the Hearing Committee believes that he or she has cause to recues him/her from service, she or he must notify the Chair of the Grievance Panel at the earliest possible date by submitting a written, confidential statement of the reasons. The Chair shall determine in his/her sole discretion whether or not recusal is warranted. If the Chair determines that the designated committee member should be excused, the Chair will so notify the complainant and the respondent as quickly as possible. If either had chosen the excused member, he or she will be granted another five working days to select an alternate.

The Hearing Committee shall set a hearing date and shall notify the complainant and the respondent in writing of the hearing date, which generally shall not be more than 30 working days from the date the petition was filed. Hearings will not be held during summer or winter breaks, but reasonable efforts will be made to conduct hearings before the end of an academic semester or as soon as the next semester begins.

Hearing Procedure
The proceedings of the Hearing Committee shall be conducted in conformity with the following steps and guidelines:

- All proceedings shall be conducted with regard for fairness but the formal rules of evidence shall not apply. The Hearing Committee will assure that repetitive, extraneous, irrelevant, or abusive statements are not permitted to impede the orderly progress of the hearing.
- The proceedings of the Hearing Committee are ordinarily closed, but may be

opened with the consent of the complainant, the respondent, and the Hearing Committee.

- Neither the complainant nor the respondent is permitted to bring legal counsel to the hearing, but each has the right to bring to the hearing an advisor who is either currently in the employ of Loyola University Maryland or an enrolled student but is not a member of the Bar.
- The complainant and the respondent and their advisors have the right to address the Hearing Committee, to be present throughout the proceedings whenever information is being presented, and to examine all records and documents presented to or reviewed by the Hearing Committee. Each party or his/her advisor, but not both, shall have the right to make an opening statement, closing argument, and to question persons making statements to the Hearing Committee.
- The hearing shall be audio taped (except for the committee's deliberations in executive session). The University will have the tape transcribed and reproduced at the request of either party.
- If the Hearing Committee determines, after seeking the advice of the University's legal counsel, that the grievance involves such serious legal issues that it is inappropriate to continue the grievance process, the committee shall so inform the complainant, the respondent, and the appropriate vice president in writing, and shall adjourn.
- If the Hearing Committee determines that informal methods for resolving the grievance as set forth in Section 4 have not been exhausted, the committee shall so notify the complainant, the respondent, and the appropriate vice president, and shall adjourn.
- Throughout the grievance process, the Hearing Committee shall attempt to identify means of resolving the grievance that are acceptable to the complainant and the respondent.

During the hearing, the order of presentation normally shall be:

- The complainant, either directly or through an advisor, may make an opening statement.
- The respondent, either directly or through an advisor, may make an opening statement immediately after the opening statement of the complainant or immediately before presenting information to the Hearing Committee.
- The complainant and the respondent may offer any relevant information and call any witnesses who have relevant information about the grievance, provided that such witnesses were listed in the complainant's grievance petition or in the respondent's response. If there are any additional witnesses that the complainant and respondent wish to call at the hearing that were not named in the grievance petition or response, their names must be submitted to the Hearing Committee by the party wishing to call the witnesses at least 72 hours before the hearing. The Hearing Committee shall decide whether or not such witnesses may appear at the hearing, and shall provide notice to the complainant and the respondent of any additional persons who will be permitted to appear.
- The Hearing Committee may limit the number of witnesses that the complainant and the respondent may call to participate in the hearing, if the witnesses would duplicate the testimony of previous witnesses, or if the committee deems the witness testimony to be not relevant to the grievance.
- The complainant, either directly or through the advisor, may question each

person making a statement.
- The respondent, either directly or through the advisor, may question each person making a statement.
- The complainant, either directly or through the advisor, may make a final argument.
- The respondent, either directly or through the advisor, may make a final argument.
- Members of the Hearing Committee may raise any questions at any point they deem appropriate during or at the conclusion of the hearing.

After all information has been submitted, the Hearing Committee shall deliberate in executive session to evaluate the merits of the grievance and to draft its report and recommendations.

Prior to submitting its report and recommendations, the Hearing Committee shall attempt to conciliate the grievance by suggesting a resolution to both parties. If the parties mutually agree to resolve the grievance, the terms of such agreement shall be made part of the record, and the grievance process shall terminate.

If the parties are unable to reach a mutually agreeable resolution, the Hearing Committee shall submit its report and recommendations to the president.

If the respondent is the president, the Hearing Committee shall submit its report to the Chair of the Board of Trustees.

The report of the Hearing Committee shall include a brief summary of the petition, the response, and the information presented at the hearing, and shall describe any attempts at conciliating the grievance. The report shall recommend specific action(s) to be taken to resolve the grievance, which may include dismissing the grievance.

The president may accept and implement the recommendations of the Hearing Committee, seek further information and clarification from the Hearing Committee, or implement another resolution. The president must take action within 10 working days of receipt of the report. The president shall notify the complainant, the respondent, and the Chair of the Hearing Committee in writing of the action taken. The decision of the president shall be final and binding on all parties.

If the respondent is the president, the above actions shall be taken by the Chair of the Board of Trustees.

A copy of the Hearing Committee's report, the record of the Hearing Committee proceedings, and the written decision of the president (or Board Chair) (the "hearing documents") shall be forwarded to the assistant vice president for human resources. Human resources shall keep the hearing documents for three years. After three years of storage, the hearing documents shall be destroyed.

The hearing documents shall not be made part of the personnel file of either party to the grievance.

Employment actions shall be documented in the personnel file in accordance with normal University practices, even if the employment action is the subject of a grievance (see Section 8.18.1). Such documentation may be changed or removed based on the outcome of the grievance proceeding.

Grievance Panel

The Grievance Panel shall consist of 12 elected members. Three shall be administrators, three shall be tenured or tenure-track faculty members, three shall be members of the staff, and three shall be students.

The terms of members who are faculty, staff and administrator members shall be three years and shall be staggered so that one member from each such group is elected each year. Student members shall serve for terms of one year. Any member may be re-elected for one or more successive terms.

If a member of the Grievance Panel is studying or teaching off-campus (e.g., semester abroad) or is on a leave of absence, that seat becomes vacant. A vacancy also occurs if a student member graduates or withdraws from Loyola or if an employee member terminates employment with the University.

If a seat becomes vacant, there shall be a special election to complete the unexpired part of the term.

The election of the Grievance Panel shall be conducted as follows:

- The regular election of members shall be held in the spring of each year and shall be completed by April 1.
- Only current members of each group, i.e., faculty, staff, administrators or students, may vote for candidates for the Grievance Panel from their group. A candidate who qualifies with more than one group shall be identified as a candidate from one group, and may vote with the group only.
- Each group shall establish procedures for conducting its election and for notifying the Chair of the Grievance Panel of the election results no later than April 1.
- The terms of newly elected members shall begin on May 1 of the year of their election.
- Between April 1 and May 1 the new Grievance Panel shall be convened for the purpose of electing a Chair from among its members by majority vote of all the panel members. For this purpose, at least one panel member elected by each of the four groups (faculty, staff, administrators and students) shall be present in order to constitute a quorum. The term of the Chair is one year.
- In May of each year, the Grievance Panel shall submit to the Loyola Conference a report summarizing (without any identifying information) the number and nature of grievances reviewed during the preceding academic year, along with any suggestions for improving the grievance policy and hearing procedures.

B At the initial elections to the Grievance Panel, three members from each group shall be elected. For administrators, staff and faculty members, one of the three shall be elected for a one-year term, one for two years, and one for a three-year term. The Chair of the Loyola Conference shall call the initial meeting of the members of the Grievance Panel for the purpose of electing the first Chair.

Hearing Committee

The Hearing Committee is composed of three members selected from the current Grievance Panel. The complainant and respondent each select one member of the Grievance Panel to serve on the Hearing Committee and the Chair of the Grievance Panel appoints the Chair of the Hearing Committee from among the remaining members of the Grievance Panel.

When a Hearing Committee has been constituted to hear a grievance, that Hearing Committee shall complete the process. The expiration of the term of one or more

members shall not preclude their continued participation on the Hearing Committee.

Amendment
The Loyola Conference shall consult with the Grievance Panel regarding any proposed amendments to the grievance policy and hearing procedures. Amendments shall be made by the same process by which the grievance policy and hearing procedures were originally established.

Members of the Loyola University Maryland community are encouraged to make known to the members of the Grievance Panel their suggestions and opinions regarding proposed amendments, alterations and changes to the grievance policy and hearing procedures.

8.19 Reporting Ethics and Policy Violations

The University is committed to exercising responsible stewardship of its resources and to conducting its affairs ethically and in compliance with the law. This commitment has historical and modern roots in our Jesuit core values of Academic Excellence, Focus on the Whole Person, Integrity and Honesty, Diversity, Community, Justice, Service, Leadership, Discernment, and Constant Challenge to Improve.

The purpose of this policy is to define the rights, responsibilities, and protections afforded to those who report ethics, legal, regulatory, or policy violation. An ethics violation reporter as defined by this policy is any faculty member, staff, administrator or student employee of Loyola University Maryland who reports an activity that he/she considers to be illegal, dishonest, or a violation of University ethics or policies to one or more of the parties specified in this policy. Students who are not employed by the University are covered by the student policies. The ethics violation reporter is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of reportable activities include violations of federal, state or local laws, and violations of University ethics or policies that involve dishonest or fraudulent conduct or that pose a substantial threat to the health and safety of students, employees or the general public. If an individual has knowledge of or a concern about such an activity, the individual should report it immediately to:

- their immediate supervisor/department chair, or the immediate supervisor's/department chair's manager;
- campus police (410 617-5311);
- the director of human resources generalist services (ext. 1367); or
- EthicsPoint (800 123-4567).

EthicsPoint is an anonymous reporting service retained by the University for this purpose. All reports of illegal and dishonest activities will be promptly submitted to the assistant vice president of human resources or designees responsible for coordinating the investigation and determining the appropriate corrective action. Each investigation will be assigned on a case-by-case basis, but generally the division vice president is responsible for the management of the person, property or process involved in the report. Reports of vice president misconduct will be reported to the president. A report of findings and corrective actions will be placed in a limited access file with the initial report in the human resources office.

The reporting individual must exercise sound judgment to avoid making baseless allegations. An individual who intentionally files a false report of wrongdoing is subject to disciplinary action up

to and including termination of employment. Insofar as possible, the anonymity of the ethics violation reporter will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, or to provide fair procedural review for accused individuals. In all cases, confidentiality will be maintained to the greatest extent possible.

The University will not retaliate against an ethics violation reporter acting in good faith. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments, or threats of physical harm. In addition, no student or employee may be adversely affected for refusing to carry out a directive which constitutes fraud or is in violation of federal, state or local law or University policy. The rights of an ethics violation reporter for protection against retaliation do not include immunity for intentionally filing a false report of wrongdoing or any personal wrongdoing on the ethics violation reporter's part.

Any ethics violation reporter who believes he/she is being retaliated against should contact the director of human resources generalist services immediately (ext. 1367). Anyone who retaliates against an employee or student who has reported a violation in good faith is subject to discipline up to and including termination.

Employees with any questions regarding this policy should contact the director of human resources generalist services (ext. 1367).

8.20 Information Security Policy

In order to support sound University-wide information security practices, compliance with various state and federal legislation, and with various industry standards and best practices, this information security policy ("security policy") applies to all organizations within the University, and to all authorized users of University information resources. Instances of non-compliance must be reported to the information security office (ISO) and reviewed and approved by the Technology Services Advisory Committee Information Security Subcommittee (TSAC ISS).

University information resources are among the University's most valuable assets, and must be managed in a manner that supports appropriate levels of information integrity, confidentiality, and availability for lawful educational and business purposes. This policy contains a high-level information security policy for use by all University faculty, staff, administrators, consultants, contractors, students and other users of the University's information technology resources. All users shall adhere to the requirements of this security policy, and to the requirements of other applicable University policies, standards, and mandatory procedures. All users shall also comply with any applicable legal or regulatory requirements, and ethical or contractual obligations.

Note: Through this security policy the terms "data" and "information" are used interchangeably.

Purpose

The purpose of this security policy and associated documents is to define information security practices which will enable the University to:

(1) Identify and classify the data in the University's custody, and to apply appropriate protection mechanisms to that data and to systems related to that data.

(2) Protect the privacy rights of University faculty, staff, administrators, and students, as well as other users of University information resources.

(3) Prevent the misuse of University data, applications, networks and computer systems.

(4) Prevent compromises of the confidentiality, integrity or availability of University information resources.

(5) Identify any compromises or misuse that may occur, and provide organizational process and procedures to address such incidents.

(6) Comply with legal, contractual and ethical responsibilities with regard to the handling of personality identifiable and other sensitive information, including the configuration of its computer systems and networks.

Scope

(1) This security policy covers electronic and printed information, defined to include, but not limited to, all information created, collected, retained, processed, or distributed by the university, and all computer systems or any subsidiary systems that contain or process data owned or in the custody of the University, regardless of physical location.

(2) This policy also applies to, but is not limited to, all faculty, staff, administrators, students, alumni, consultants, and any person or agency employed or contracted by the University to any of its auxiliary organizations, who have an authorized need to access restricted or sensitive University information.

(3) This policy applies regardless of whether the computer system used in conjunction with University information resources are owned or controlled by the University or by some other party, including users' personally owned computer systems, and regardless of physical location.

Definitions

Data Classifications:

Restricted – Information assets that could be used to steal an individual's identity or cause harm to the individual, or for which there are legal requirements or industry standards prohibiting or imposing financial or other penalties for unauthorized disclosure or improper security measures. Data covered by the Family Educational Rights and Privacy Act (FERPA), the Maryland Personal Information Privacy Act (PIPA), and the Payment Card Industry Data Security Standard (PCI DSS) are in this class, and other data may be as well.

Sensitive – Data that the University has determined should be protected because it may expose the University to loss, or expose an individual to harm if disclosed, but which is not specifically protected by federal or state legislations or by binding contracts. For example, a User ID in combination with a password is considered to be sensitive.

Public – Although there are no restrictions on disclosure to protect public data (because the data is provided for broad viewing access), sufficient protection must be applied to preserve data integrity and prevent unauthorized modification or loss of such data.

General Definitions:

Computer Systems - All computer hardware and software systems, including but not limited to routers, switches and wireless access points, firewalls, servers, databases, workstations, and portable computer systems.

Electronic Media – Any device-readable storage media, whether electronic, mechanical, magnetic, optical, or other. Electronic media includes, but is not limited to memory devices in computers (e.g.: hard drives and non-volatile "flash" memory, and any removable/transportable digital memory medium, such as magnetic tape or disks, optical discs, or flash memory devices such as thumb drives and flash cards).

Information Resources – An umbrella term for all data, information media, and computer and other information systems.

Portable Computer Systems – A subset of computer systems, these are devices that are designed to be moved from location to location as part of their normal operation. They include laptop computers, portable digital assistants (PDA), smart phones, and other portable electronic equipment capable of accessing or storing data.

Printed Media – Any human-readable information storage media, including but not limited to information written, typed, drawn, or printed on paper or microfiche.

Privileged Connectivity – Any network connectivity to University computer systems or data that would provide access not publically available to a user via an arbitrary computer system on the Internet. Certain workstations and other computer systems on certain University networks have privileged connectivity. A system is not considered to have privileged connectivity is all users of that system are required to go through a University security gateway which requires authentication and encryption (such as VPN or a secure portal) to gain access to any restricted or sensitive protected data, just as a user of an arbitrary system on the Internet would.

User – All faculty, staff, administrators, students, alumni, consultants, and any person or agency employed or contracted by the University or any of its auxiliary organizations who have a legitimate need to have access to University systems or data, and who are authorized to do so.

Policy
The unauthorized addition, modification, deletion, use, or disclosure of restricted or sensitive information owned by or in the custody of the University is expressly forbidden. In certain limited circumstances, as specified in federal and state legislation, the University may disclose restricted or sensitive information.

The University will take reasonable and appropriate steps consistent with current technological developments and accepted best practices to ensure the appropriate confidentiality, integrity, and availability of all restricted and sensitive University information.

A. Acceptable Use
   All users of University computer systems, networks, accounts, or other information resources are bound by the acceptable use policy.

B. Access Control

(1) Access to restricted or sensitive information and any associated systems that store University information is limited to those authorized individuals who need such access for the purpose of performing their job duties or other functions directly related to their contractual affiliation with the University.

(2) While recognizing that there is a delicate balance between protecting data and permitting access to those who need to use the data for unauthorized purposes, systems should be configured to provide users, computer systems, and associated accounts with only those system privileges required for authorized purposes. This is the principle of least privilege.

(3) Data access control measures must be sufficiently documented to support effective management of access privileges.

(4) Restricted and sensitive information, whether electronic or printed, shall not be displayed in plain sight in order to prevent unauthorized viewing, and must be secured when unattended.

(5) Methods of access to restricted or sensitive information, and any associated information systems, is limited to approved, secured, authenticated and centrally managed methods as defined by this security policy and by other University policies, configuration standards, and mandatory procedures.

(6) Any computers, whether owned by the University or not, with direct connectivity to non-University networks, and which are also used to connect to University networks must comply with applicable University policies, standards, and mandatory procedures.

(7) Access to restricted, sensitive or public data may be monitored or logged for later review, in accordance with decisions made by the ISO or the appropriate data stewards. Where required by law or biding contracts, such monitoring and logging shall be performed.

C. Account Management

(1) All users of systems that host, or have privileged connectivity to, restricted or sensitive data must have their own individual accounts and passwords. The sharing of accounts and passwords is forbidden. The use of group or generic accounts with access to restricted or sensitive data is forbidden.

(2) User and system accounts shall be given only for those system privileges that allow them to perform their assigned job duties and functions in an efficient and effective manner.

(3) Personnel who have administrative system access must use non-administrative accounts for performing non-administrative tasks.

(4) The accounts of terminated, resigned or retired employees must be disabled on the effective date of the termination, resignation or retirement.

(5) Employees that transfer from one position within the University to another must have

their access adjusted or removed on the effective date of the transfer.

(6) Accounts used by vendors or consultants for remote management of information systems must be enabled only during the time periods needed for the authorized contractual obligations.

D. Passwords
All users of University computer systems must fully comply with the password policy.

E. Network Connectivity

(1) No party may connect University networks (whether wired or wireless) with each other or with non-University networks without the approval of the ISO.

(2) No party may install networking equipment, including but not limited to hubs, switches, routers, or wireless access points without the approval of the ISO.

(3) All University wireless networks are to be treated as untrusted public networks, isolated by firewalls from other University networks.

(4) Any computer system connected to University information resources via a wireless network is to be treated as if it were connected via the public Internet, and no such system is to be given privilege connectivity to any University computer system or data.

(5) Sensitive and restricted information shall be encrypted when transmitted over any networks that are publicly accessible. Due to the open nature of university campuses this includes most University networks that are not both physically secured and protected by firewalls and other technical security measures. Encryption technologies may include secure application protocols or the use of clear-text protocols when protected within encrypted virtual private networks (VPN).

(6) Any connection between University networks and non-University networks must be properly secured by technology services to ensure that University networks, computer systems, and data are appropriately protected.

(7) All computer systems that connect to University networks, or which are used to access, store, or process restricted or sensitive data must comply with this security policy and with other applicable University policies, configurations standards, and mandatory procedures.

(8) All servers must be approved by and registered with the ISO before being connected to University networks.

(9) Technology services reserves the right to remove any computer system from the University network that does not comply with this policy.

F. Data Collection, Retention, and Destruction

(1) Data collection and retention must meet standards required for business, legal, or regulatory purposes, as documented in the data collection, retention and destruction

policy.

(2) Data collection, retention, and destruction shall be performed using mechanisms that comply with this security policy, the data collection, retention and destruction policy, with other applicable University policies, configuration standards, and mandatory procedures.

G. Backup and Recovery

(1) Data essential to the business of the University, whether or not it is sensitive or restricted, is to be stored redundantly (backed up).

(2) In order to be backed up by technology services, data must be stored on centrally managed file servers. Technology services is not responsible for backing up the contents of the local hard drives of desktop or portable computer systems, or the contents of removable storage media.

(3) Backup of data and software stored on centrally managed file servers must be sufficient to satisfy disaster recovery requirement, as negotiated between the stewards of the data and software, and the administrators of the computer systems.

(4) Computer systems and media used for centralized storage and backup purposes shall be housed in University approved, centrally managed, and secured facilities.

(5) Backup and recovery procedures are required for all essential data and software systems.

H. Physical Security

(1) No computer system or other information resource, which is not sufficiently physically secured, shall be used to store or be given privileged connectivity to restricted or sensitive data, without sufficient compensating controls as determined by the ISO.

(2) All users of University information resources are responsible for the physical security of any University data and computer systems and data in their custody. This includes, but is not limited to, ensuring that doors and cabinets are locked when unattended, and that only authorized individuals have access to these facilities and resources. It also includes responsibility for maintaining the physical security of briefcases and other physical information storage and transport mechanisms in their custody.

(3) Public safety will provide guidance to the University and its user community regarding physical security measures, mechanisms and procedures.

(4) Documentation of all information resources that house or have privileged connectivity to restricted or sensitive data, including but not limited to, computer systems and file cabinets, shall be provided to the ISO by the data stewards of each division or department.

(5) The ISO will provide public safety with documentation of areas that house or have privileged connectivity to restricted or sensitive data, including data centers and other

locations.

(6) Public safety will provide appropriate physical security measures for University data centers, and other locations which house or have privileged connectivity to restricted or sensitive data.

(7) Public safety will monitor security cameras and other physical security systems, and respond appropriately to suspected breaches or attempted breaches of physical security, including forced doors and other attempts at unauthorized access to areas housing or having privileged connectivity to restricted or sensitive data.

(8) Technology services is responsible for determining who needs physical access to University data centers, and for logging visitors to these and other associated facilities, where such logging is required by policy, or by legislative, regulatory or contractual requirements.

I. Incident Response Management

(1) It is the responsibility of everyone involved with University data and information systems to report suspected security incidents regarding these resources to the ISO. Such suspected incidents include but are not limited to unauthorized access, exposure, loss or modification of restricted or sensitive data.

(2) Various parties have additional responsibilities for security incident monitoring beyond reporting what they happen to notice. These specific responsibilities are listed in the Roles and Responsibilities section of this policy, and in other University policies.

(3) The ISO must respond to any suspected security incidents to make an initial determination of whether to begin full incident response procedures, as described by the Incident Response Plan.

(4) The Incident Response Plan defines roles, responsibilities and procedures for responding to a suspected incident involving the integrity, availability, or confidentiality of restricted or sensitive data and associated computer systems.

(5) The University will report or publicize unauthorized information disclosures, as required by law or specific industry requirements. All such reporting and or publication is to be handled exclusively by the appropriate appointed members of the Incident Response Team as described by the Incident Response Plan.

J. Training and Awareness

(1) All University employees shall be trained on this security policy, the acceptable use policy, and other appropriate University policies, configuration standards, and procedures as they relate to their individual job responsibilities. Such training will include information regarding controls and procedures to prevent employees from providing unauthorized access to restricted and sensitive information.

(2) Employees shall be presented with this security policy upon hire and at least annually, and be informed of their responsibilities regarding information security.

The University will also make available educational material such as guidelines for safe computing, and for the safe handling of information.

(3) Employees are required to acknowledge in writing that they understand their responsibilities, by signing the Confidentiality/FERPA agreement before being granted access to restricted or sensitive information.

K. New Hire Employee Screening
All employee hiring, including the hiring of student employees must be done in compliance with the background check policy.

L. Service Providers
Any outside parties who, in order to fulfill their contractual obligations to the University, require access to restricted or sensitive University information, must comply with all applicable University policies, including this security policy. Contracts involving access to restricted or sensitive University data shall be written in accordance with the information security policy for contracts.

M. Roles and Responsibilities

(1) Technology Services Advisory Committee Information Security Subcommittee (TSAC ISS) – This is a group of individuals appointed by the Chief Information Officer (SIO), the President's Cabinet, the Faculty Senate, and the Loyola Conference to:

a. Review current and proposed University practices to investigate their impact on information security.

b. Review University polices, standards or procedures intended to address risks to information security, and identify necessary changes.

c. Identify additional policies, standards or procedures that are needed to address risks to information security.

d. Deliver new or modified policies, standards, and procedures to the Technology Services Advisory Committee (TSAC) for approval.

e. Support the efforts of the university compliance officer, information security office, and the department of public safety in promoting secure and compliant practices surrounding University information resources.

(2) Information Security Office – This office with technology services will:

a. Perform risk management, including a formal risk assessment at least once per year, assisting the University in identifying and mitigating internal and external risks to the confidentiality, integrity and availability of University data, including but not limited to restricted and sensitive information.

b. Provide guidance and assistant to data stewards, data managers, and users for handling restricted and sensitive information and associated information systems.

c. Contribute to the development of University information security policies, standards, and procedures, including this Information security policy.

d. Identify and promote good security strategies and practices, based on industry-accepted best practices.

e. Provide guidance regarding information security to users of University information resources.

f. Implement and provide support for appropriate security mechanisms and procedures for controlling access to, transmitting, storing, and destroying restricted or sensitive data.

g. Perform vulnerability scans and penetrations tests on University computer systems regularly and after significant changes or upgrades to these systems.

h. Employ, encourage, and support the use of secure software and hardware technologies that meet the requirements of this security policy.

i. Take measures to detect, and take appropriate actions in response to any suspected information security compromises, as described in the Incident Response Plan.

(3) Incident Response Team – This group, designated by the CIP in consultation with the TSAC ISS, has the responsibility to:

a. Develop the Incident Response Plan.

b. Execute the Incident Response Plan if prompted to do so by a suspected compromise to the availability, security, integrity, or confidentiality of University information or related computer systems.

c. Coordinate the efforts of the ISO, the University compliance officer, public relations, public safety, and other University functions as appropriate and specified in the Incident Response Plan.

(4) External Auditors – This group, engaged by the division of business and finance will:

a. Regularly evaluate the effectiveness of current information security safeguards.

b. Provide recommendations for additions and revisions to University computing policies and associated documents.

c. Conduct regularly scheduled audits of individual and departmental access to restricted and sensitive University information and associated systems to verify compliance with associated requirements.

(5) Data Stewards – The steward of a given collection of data is the individual, department, or organization that has ultimate authority to authorize access to it, and which is responsible for its collection, retention, and destruction. Any given collection of data may be under the shared stewardship of multiple parties. Data

stewards have responsibilities to:

a. Determine what data they have collected or retained, where it is stored, and who has an authorized business need for privileges to access, modify, or destroy that data.

b. In coordination with the University compliance officer and the TSAC ISS, and in compliance with relevant statutes and contractual obligations, determine if their data is restricted, sensitive or public.

c. Regularly review and document user access requirements to their restricted and sensitive data, and provide this documentation to the ISO, so that this information can be included in the Software Data Inventory.

d. Work with ISO and the University compliance officer to ensure that any restricted or sensitive data is handled in compliance with this security policy, and with any other applicable policies, standards, or mandatory procedures, and with any applicable legislative, regulatory, or contractual requirements.

(6) Data Managers – The managers of a given collection of data are individuals, departments, or organizations that are responsible for storing, handling, or managing systems related to that data, and any users, including but not limited to employees, agents, or affiliates of the University, who handle or have access to that data. Data managers shall:

a. Implement necessary security requirements should such data be considered restricted or sensitive.

b. Work with ISO and the University compliance officer to ensure that any restricted or sensitive data is handled in compliance with this security policy, and with any other applicable policies, standards, or mandatory procedures, and with any applicable legislative, regulatory, or contractual requirements.

(7) Systems Administrators – These individuals are responsible for the technical administration for various computer systems. In addition to their responsibilities under this security policy and other policies and related documents, they must also comply with the secure systems administration policy.

(8) Supervisors – These individuals, who have managerial or oversight responsibility for others employed by, or contracted to the University, are responsible to:

a. Ensure that their subordinate's access to restricted and sensitive data is appropriate to their job duties.

b. Conduct periodic reviews of the access requirements of their subordinates to restricted sensitive data.

c. Notify the human resources office of employee reassignments and changes in employment status.

d. Notify the ISO of changes in employee responsibilities that impact employee

access requirements to restricted or sensitive data.

e. Ensure that their subordinates adhere to University policies, standards, and procedures related to information security.

f. Ensure that their subordinates receive appropriate training as directed by the department of technology services and the human resources office.

g. Provide their subordinates with approved and sufficient resources and methods to properly handle restricted or sensitive information and associated information systems.

h. Identify any data their departments own or are in custody of, and work with the ISO to determine which, if any, of that data is restricted or sensitive.

(9) Human Resources Office – The human resources office has the responsibility to:

a. Notify the ISO of employee reassignments and changes in employment status that impact employee access requirements to restricted or sensitive data.

b. Collect, maintain and regularly audit signed acknowledgement of employee responsibilities and employee receipt of security awareness training.

(10) University Compliance Officer – The assistant vice president for human resources is the University's compliance officer. The compliance officer receives complaints or notices of policy violations, initiates investigations, and involves appropriate managers and outside counsel in evaluating violations and imposing penalties. The compliance officers may also hear appeals and manage the appeal process.

Penalties and Enforcement
Enforcement of this policy will be in accordance with University policies:

Staff & Administrators Policy Manual: Section 1.28 - Discipline, Page 28

Student Community Standards Handbook: Pages 13, 27 and 31

Faculty Handbook: Appendix C – Employee Grievance Policy and Hearing Procedures

For additional information on this and other technology policies please go to ***http://www.loyola.edu/cio***.

Section IX.

ENVIRONMENTAL HEALTH AND SAFETY

IX. Environmental Health and Safety

These safety policies cover general safety issues that an employee may encounter throughout the performance of their duties and responsibilities, but the policies are not all inclusive. Each employee is expected to exercise his/her best judgment in regard to safety. Employees are encouraged to discuss workplace safety concerns with their supervisor/department chair or the director of environmental health and safety (EHS) (ext. 1120).

9.1 Accident Prevention and General Workplace Safety

Each member of the University community is expected to show due care, concern and consideration for matters of safety and health. Any safety hazards should be reported immediately to the director of environmental health and safety. It is the responsibility of the University to provide a workplace that is free from recognized hazards likely to cause physical harm to employees. Failing to comply with health and safety policies and standards is grounds for disciplinary action for the employee.

9.2 Environmental Health and Safety Committee

The University has established an advisory committee consisting of representatives from a variety of departments within the University community. This EHS Committee meets quarterly during the academic year to review issues and establish procedures and policies of general concern with regard to the safety of persons and property. The committee makes recommendations to the President's Cabinet or other appropriate authorities to eliminate or minimize safety and environmental hazards incurred throughout the University community. To attend a meeting, contact the director of environmental health and safety (ext. 1120).

9.3 Hazard Communication

The University Hazard Communication program provides employees information about chemical hazards in the workplace and how to work safely with these materials. The program addresses the requirements of the Maryland Occupational Safety and Health (MOSH) Administration and the Maryland Department of the Environment (MDE). The federal Employee Right-to-Know Law requires all employers to provide information about potentially hazardous substances in the workplace through education, training, and documentation. All new employees will review their rights under the "Right-to-Know" policy and sign the statement during their benefits review. The department of environmental health and safety maintains and submits the chemical list to the MDE every two years. Material Safety Data Sheets of chemicals utilized on campus are also cataloged and maintained in EHS. Each department on campus must submit a list of chemicals used at the University. All containers of hazardous chemicals shall be labeled with the following three items: name of chemical and/or product name, hazards associated with the ingredient(s) and the company name and address. All new employees shall be trained on the proper handling of the chemicals in their work area prior to use. Each department will provide additional training if new chemicals or products are introduced into the workplace. For additional information, contact the department of environmental health and safety (ext. 1120).

9.4 Fire, Evacuation and Life Safety Policy

This is a statement of University policy for the reporting of fire emergencies and for the evacuation of campus buildings during fire emergencies, in compliance with federal, state, and local regulations. Employees should assume a fire emergency exists whenever:

- a building fire evacuation alarm sounds;
- an uncontrolled fire or imminent fire hazard occurs in any building or area of the campus;
- there is the presence of smoke;

- the odor of something burning;
- spontaneous or abnormal heating of any material;
- an uncontrolled release of combustible or toxic gas or other material; or
- a flammable liquid spill.

Upon discovery of evidence that a fire emergency exists, sound an alarm. The building fire alarm is activated by pulling the lever on the red pull station box. These are posted on the evacuation plan in each building. This manual fire alarm will activate the building's fire alarm system and alert all occupants that a fire emergency exists. If possible, call either public safety (ext. 5911) or Baltimore City Emergency (911) from a safe place. Campus buildings shall be immediately and totally evacuated whenever the building evacuation alarm sounds. Exit the building at once utilizing the nearest stairwell. Elevators are not to be used in the event of an emergency evacuation. All faculty, staff, administrators, students and visitors are required to leave the building, go to the assigned rally point, and remain outside until the emergency is over. No one shall restrict or impede the evacuation. Remain outside the building until the "all-clear" notice is given by the Baltimore City Fire Department and the department of public safety/campus police.

9.5 Laboratory Safety

9.5.1 Chemical Hygiene

The Chemical Hygiene Plan applies to any work that is conducted in a laboratory where any amounts of chemicals are used. Each laboratory manager and/or principal researcher/professor shall develop standard operating procedures that meet the minimum requirements of the full Chemical Hygiene Plan.

Compliance with the overall Chemical Hygiene Plan meets the Occupational Safety and Health Administration's Standard 29CFR1910.1450, the Occupational Exposure to Hazardous Chemicals in Laboratories. This is more commonly referred to as the "OSHA Lab Standard." Additional provisions of the state requirements include the COMAR 09.12.33 MOSH Regulations for Access to Information about Hazardous and Toxic Substances. Please contact the environmental health and safety compliance coordinator (ext. 1142) for assistance when developing your plan and procedures.

9.5.2 Hazardous Waste

It is the policy of the University to dispose of all hazardous waste in accordance with all federal, state and local requirements. Hazardous waste is defined as materials that are ignitable, reactive, corrosive, toxic, radioactive, or that appear on local, state, or federal government lists of waste materials. It is a felony to knowingly dispose of a listed material in the general trash, storm drain or sanitary sewer. Contact the environmental health and safety compliance coordinator (ext. 1142) with any questions or disposal needs. EHS will provide training annually to employees handling or disposing of hazardous materials. The designated hazardous materials and hazardous waste storage area is located at 5104 York Road. Please notify the environmental health and safety compliance coordinator (ext. 1142) if you need pick-up or regulated waste and/or a waste determination.

9.6 Safety Standards

9.6.1 Personal Protective Equipment

Employers are required to identify all exposures to hazards by utilizing hazard assessment. In situations where a hazard is identified, the University requires the use of

personal protective equipment (PPE) to reduce employees' exposures to health and physical hazards. PPE's are used as a last resort if engineering or administrative controls are not feasible. If PPE is to be used, the following must be included in the decision: PPE selection process, maintenance, continued evaluation, training, and use. The PPE program will be continuously evaluated to determine its effectiveness in preventing employee injury or illness.

9.6.2 Forklifts, Heavy Equipment and Aerial Platforms

Heavy equipment such as forklifts, fork trucks, aerial platforms, lifts, scissor lifts and other powered equipment demand unique safety requirements. Any employee utilizing or operating these types of powered equipment shall first have the necessary safety training on how to operate the equipment. The frequency of such training will depend on the schedule and necessary guidelines of that equipment. Always check with your supervisor/department chair as to what training is available. Any employee in the vicinity of the above mentioned equipment shall exercise caution and avoid approaching the operators or distracting the operators. Do not approach the equipment from behind or try to walk/run underneath any raised working surfaces. Unsafe behaviors will not be tolerated around powered equipment.

9.6.3 Hand and Powered Tools

Employees utilizing hand tools and powered tools shall be properly trained in their safe use, including electrical considerations, guards, proper uses of the tool, inspection for damage; necessary service and repair, and any other manufacturer's requirements. Hand tool and power tool work areas will be kept clean and free of debris to prevent undue hazards while using the tools. Proper protective equipment must be provided to employees that are utilizing tools that may cause flying, falling, or splashing objects or that may produce harmful dusts, vapors, fumes, mists, abrasives and/or gases.

9.6.4 Machine Guarding

Moving machine parts have the potential to cause severe workplace injuries. Safeguards are essential for protecting workers from these needless and preventable injuries. Any machine part, function, or process with an obvious potential of causing injuries must be safeguarded. The hazards of machine operation or contact must be either eliminated or controlled. Machine guards installed by the manufacturer shall not be removed. Likewise, if guards are missing, report it to your supervisor/department chair or the department of environmental health and safety (ext. 1120). Examples of equipment that contain guards include but are not limited to: flywheels, circular saws, drive shafts, paper cutters, folding machines, shredders, and fan belts.

9.6.5 Hazardous Energy and Lockout/Tagout

The University is dedicated to providing safe work facilities for students and employees, and complying with federal and state occupational health and safety standards. This policy is intended to protect University employees from the hazards caused by the inadvertent activation of equipment during maintenance. Minor tool changes and adjustments (e.g., clearing jammed paper from a copier, printer or typewriter) and other minor servicing activities, which are routine, repetitive, and take place during normal production operations, are not covered by this plan. This type of maintenance must be completed using alternative safety measures (e.g., proper use of manufacturer-required and recommended machine guards). All machines must be locked and tagged out of service if an employee has to remove or bypass a guard or safety device, is required to place any part of his/her body into an area of the machine or piece of equipment where

work is actually performed upon the material being processed (point of operation), or where an associated danger exists during a machine cycle. This policy does not apply to work on cord and plug connected electrical equipment if the plug is under the exclusive control of the employee performing the service. The lockout/tagout policy (LOTO) shall be implemented for all facilities at the University where there is need to perform maintenance or provide routine service to machinery or equipment. Servicing of all electrically, chemically, pneumatically, thermally and/or hydraulically powered machinery is included in this plan. Contractors who perform work on University equipment shall also comply with the procedures outlined in this plan. Contact your supervisor/department chair or the director of environmental health and safety (ext. 1120) for additional information regarding the Hazardous Energy Control Program and specific procedures for performing a lockout.

9.6.6 Confined Space

Certain areas on campus may be classified as confined spaces. A permit-required confined space is an area that is not intended for human occupancy, has a limited exit access and could pose a threat to the health and safety of an employee. Employees will not enter an area defined or identified as a permit-required confined space unless they are properly trained in the hazards and proper procedures. No space will be entered unless the proper air monitoring has been performed. All contractors performing on the University's campus will also comply with all OSHA regulations concerning confined spaces and will supply the proper equipment for entering these spaces.

9.6.7 Asbestos and Lead

All Asbestos Containing Materials (ACM)/Lead will be removed in accordance with Maryland and federal codes, by a licensed and certified company or by University employees trained in ACM/Lead removal. ACM/Lead removal in areas where workers and/or students may be exposed at the University will be done under the direction of an industrial hygienist or safety consultant taking air monitoring samples as necessary. Final inspection will be done by the qualified person designated by the University. A consultant and/or industrial hygienist may represent the University during any abatement projects.

9.6.8 Bloodborne Pathogens

The University bloodborne pathogen exposure control plan protects all employees in positions where it is "reasonably anticipated" employees may be exposed to blood or other potentially infected bodily fluids. The plan covers the Student Health Center and certain employees in student life, public safety, transportation and parking, recreational sports, athletics, science laboratories, facilities and anyone who could be exposed to blood or bodily fluids. The program is managed by the director of environmental health and safety in concert with the departments mentioned above. In case of workplace injury involving blood or bodily fluids, please report the event to your supervisor/department chair immediately and complete the appropriate Workers' Compensation Forms (see Section 5.11). Contact the director of environmental health and safety (ext. 1120) for additional information.

9.6.9 Record-keeping (OSHA 300 Log)

Employees injured during their regular or overtime working hours must immediately report the injury to their supervisor/department chair (see Section 5.11). All injuries and illnesses that are considered to be reportable injury will be recorded on the annual OSHA 300 log. A summary of the annual log will be posted at designated locations from

February 1 through April 30. Employees can view the list of injuries and illnesses that occurred in that prior calendar year or an employee may request a copy of the log from the benefits and wellness unit (ext. 1368) in the human resources office.

9.7 Hazardous Waste

It is the policy of the University to dispose of all hazardous waste in accordance with all local, state and federal requirements. Hazardous waste is defined as materials that are ignitable, reactive, corrosive, toxic, radioactive, or that appear on local, state and federal government official lists of waste materials. It is a felony to knowingly and willfully dispose of a listed material in the general trash, storm drain or sanitary sewer. Contact the director of environmental health and safety (ext. 1120) with any questions or disposal needs. EHS will provide training annually to employees responsible for disposing of materials. The designated drop-off area for hazardous materials and hazardous waste is the 5104 York Road north warehouse. Notification to the director of environmental health and safety is mandatory prior to adding anything to the drop-off area.

9.8 Ergonomics

Work-related musculoskeletal disorders may occur when there is a mismatch between the physical capacity of workers and the demands of the job. Many of these are caused or aggravated by work-related stressors such as such as excessive or improper lifting, reaching, pulling, pushing, and bending. To prevent these situations, the University utilizes an office supply company with a full line of ergonomically designed equipment. This equipment may be customized to office environments to serve the employee. This proactive approach should be used to make reasonable work place accommodations to fit the employee. To report any discomfort with a workstation, contact the director of environmental health and safety (ext. 1120) for a preliminary survey.

9.9 Motor Fleet Safety

Any individual who is required to drive a University vehicle or who seeks permission to drive a University vehicle shall successfully complete the driver clearance process prior to driving a University vehicle. All drivers are responsible to read and follow the Loyola University Maryland Transportation Policy found on: https://inside.loyola.edu/departments/dept-park/driv/default.aspx. The driver's motor vehicle record must meet University standards.

The motor vehicle records of all individuals who are required to drive any University vehicle will be verified annually. The motor vehicle records of individuals who drive University vehicles infrequently will be verified every three years and/or in the event of an accident involving a University vehicle.

Please pay special attention to all requirements of driving a University Vehicle. For example, use of cell phones without a hands free device while operating a vehicle is strictly prohibited, and texting while operating a vehicle is strictly prohibited.

Any fines for violations received while driving a University owned vehicle are the responsibility of the individual.

Individuals whose duties require a current commercial driver's license (CDL) are also subject to Federal and State Departments of Transportation guidelines. Maintaining a current and valid CDL is a condition of employment for those individuals.

Maintaining a regular valid driver's license is also a condition of employment for individuals whose essential job duties require them to operate a motor vehicle. All motor vehicle and driver incidents (accidents, citations, etc.) must be reported to a supervisor within one business day. Individuals who use personal vehicles for University business are not insured by the University. The driver will be expected to carry personal automobile insurance and the driver's insurance will take effect in the event of an accident.

Individuals who operate a University vehicle must abide by the Loyola University Maryland Transportation policy. Failure to follow all Loyola University Maryland Transportation policies and procedures may result in disciplinary

9.10 Loyola Emergency Notification System (LENS)

The University has recently augmented the Loyola Emergency Notification System (LENS) with a text messaging service that will instantly and simultaneously distribute brief messages in situations posing imminent physical threats to the University community. By using Short Messaging System (SMS) technology, the system, e2Campus, can convey messages to registered mobile phones, Blackberries, wireless PDAs, smart phones and satellite phones even in times when traditional phone and e-mail networks are congested due to increased volume.

Loyola's office of public safety will use the e2campus system to provide notification of situations posing imminent, physical threats to the University community. This new mass notification system complements the existing Loyola Emergency Notification System (LENS), which includes outside sirens, PM Evergreen e-mails, phone mail announcements, and indoor fire alarm speakers. The e2campus mass notification system will only be used in circumstances posing grave physical danger, and use of the system will be followed by announcements in all of the University's existing emergency notification channels.

In order to benefit from this service, you must register your cell phone with e2campus. Your cell phone plan must be setup to receive SMS-text messages and message fees may apply depending on your plan. Please speak with your carrier to determine your specific rates. To register, logon to Inside Loyola and click "e2campus" under the "Quick Links" section. Follow the prompts to setup your account. You may also return to your account at any time via this method. Monthly tests of the system are conducted, and are announced in advance via NewsHound and PM Evergreen. If you have any trouble with the registration process, or learn that you are not receiving the monthly test messages, please contact the OTS Help Center at 410-617-5555.

To update or delete your account go to the e2campus Web site at ***www.e2campus.com/my/loyola/***. Monthly tests of the system are conducted, and are announced in advance via NewsHound and PM Evergreen. If you have any trouble with the registration process, or learn that you are not receiving the monthly test messages, please contact the Help Desk (ext. 5555).

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Acknowledgement of Receipt of the Staff and Administrators Policy Manual

I have received a copy of the Staff and Administrators Policy Manual outlining my responsibilities as an employee and the responsibilities of the organization. I understand that it will be my responsibility to read and refer to this document as needed. If I have any questions, I should contact my immediate supervisor/department chair or the human resources office. I understand that the Staff and Administrators Policy Manual is not an employment contract. I understand my employment and compensation can be terminated at the option of either myself or Loyola University Maryland at any time. I agree to comply with the guidelines, policies, and procedures of Loyola University Maryland.

This manual is subject to change without notice. The manual posted on the human resources home page at ***www.loyola.edu/hr*** supersedes or may eliminate policies in this book. I will be notified when such changes are made through normal University community communication channels.

_____

Print Employee Name

_____

Employee's Signature Date

This acknowledgement form will be retained in the employee's personnel file.